

Governance Position description

Position title: Independent Member of Audit & Risk Committee, Karori Sanctuary Trust

Position type: Voluntary; four meetings per year

Location: Zealandia, 53 Waiapu Road, Karori

Purpose of the role

The Karori Sanctuary Trust Board has governance oversight for the Karori Sanctuary Trust (trading as Zealandia Te Māra a Tāne), which is a Wellington City Council Controlled Organisation (CCO).

The Karori Sanctuary Trust Audit and Risk Committee reports directly to the Karori Sanctuary Trust Board on all aspects of risk management, financial sustainability, and audit functions. Members of the Committee participate fully in four Audit and Risk Committee meetings per annum and are also invited to join the Karori Sanctuary Trust Annual General Meeting.

The role of Independent Member enables the Committee (and hence the Board) to receive independent, impartial and frank expert advice on all matters relating to Audit and Risk. This voluntary committee role plays a key part in supporting the Karori Sanctuary Trust to maintain long-term resilience, which will ultimately help the organisation achieve the 500-year vision of sanctuary restoration. The Independent Member attends and actively participates in the Audit and Risk Committee meetings and reviews all Committee documentation. The Committee meets separately from the Board four times a year.

The role will suit a Chartered Accountant with deep governance experience, who believes in the restoration vision and mission of the sanctuary.

The Audit and Risk Committee objectives are to:

- assist the Board in discharging its responsibilities relative to financial reporting.
- advise the Board on status and effectiveness of internal controls.
- assist the Board in making informed decisions regarding accounting policies, practices, and disclosures.
- help protect the Trustees against personal liability.
- review the scope and outcome of the external audit.
- assist the Board in reviewing the risk tolerance of the business.

Organisation background

Zealandia Te Māra a Tāne is an organisation that cares for a 225-ha world class ecosanctuary in Wellington, New Zealand. We have a 500-year vision to restore a unique forested valley—Te Māra a Tāne. Zealandia's first generation of restoration effort has resulted in flourishing forests and the

establishment of many native species, from hihi to tuatara. Looking forward, Zealandia Te Māra a Tāne's next generation is focused on '[Living with Nature—Tiaki Taiao, Tiaki Tangata](#)'. *"We connect people with our unique natural heritage and inspire actions that transform how people live with nature in our cities, towns and beyond"*. This purpose is visible through our leading education, conservation, restoration and engagement activities.

Zealandia Te Māra a Tāne is a not-for-profit organisation, and its conservation, restoration and outreach work is made possible by an award-winning sustainable business model. Funding currently comes from visitors and tours, our café, memberships, grants, sponsorships and donations. Every role in the organisation has some part to play in ensuring our 130,000+ visitors, 500+ volunteers and 15,000+ members are cared for and welcomed into the Zealandia Te Māra a Tāne community.

As an organisation we honour Te Tiriti o Waitangi and are on a journey towards learning how this plays out across our work as Tiriti partners. We accord value to te ao Māori (the Māori world), and support mana whenua to fulfil their role as kaitiaki. All staff are encouraged to build capacity and confidence across te ao Māori including te reo Māori me ōna tikanga, and Te Tiriti o Waitangi.

The Zealandia Te Māra a Tāne team

The Karori Sanctuary Trust Board is a skills-based Board that oversees all aspects of Zealandia Te Māra a Tāne governance and ensures the goals of the Trust are reflected in management. As a CCO, the City Council appoints the majority of the Trust Board.

The Audit and Risk Committee is a Committee of the Board. The Committee comprises members of the Board plus one independent member.

Zealandia Te Māra a Tāne is a medium size organisation, with around 150 people employed in different contexts. We have around 500 volunteers who support all our work. We pride ourselves on exceptional teamwork which is required from all staff, volunteers and members. The dynamic nature of Zealandia Te Māra a Tāne means it is an incredible place to extend and challenge yourself, have real on-ground outcomes for conservation and community engagement, and to be part of a successful team.

To find out more please go to www.visitZealandia.com.

Key responsibilities

The key responsibilities of the Independent Member of the Audit and Risk Committee include:

- Attend four Committee meetings per year.
- Review Committee meeting packs in advance of meetings.
- Provide advice and input on key risks and challenges that the Trust may face.
- Review financial reports, annual budgets and forecasts, and provide insights that support the Trust's long term financial sustainability.
- Review the annual audit plan with the external auditors. Review any audit findings along with the annual financial statements prior to presentation to the board.

- Provide recommendations on internal control improvements and review and approve changes to the Delegations Policy as required.
- All Zealandia team members have a responsibility to work towards keeping a safe and healthy work environment by practising safe work methods, identifying workplace hazards and using appropriate safety equipment.
- Adhere to Zealandia Te Māra a Tāne’s code of conduct to support a healthy, safe and enjoyable work environment.
- Adhere to all biosecurity requirements at the sanctuary.

Key relationships

Internal:

- Board and Audit and Risk Committee
- Chief Executive
- Board Secretary
- Senior Leadership Team

External:

- Auditors - Moore Markhams
- Bankers – Westpac NZ
- Zealandia Te Māra a Tāne stakeholders as relevant

Person specification

Qualifications and experience

- Preferably a Chartered Accountant (CA ANZ member) or equivalent, with the capability to interpret financial statements and audit reports.
- Prior board or audit/risk committee experience, preferably in the NFP or conservation sectors.
- Strong understanding of internal controls, external/internal audit processes, and financial reporting frameworks.
- Experience in reviewing and approving audit scopes, audit findings, and financial statements/annual reports, including service performance reporting.
- Proven ability in identifying and managing organisational risks and advising on governance-level oversight
- Awareness of risk appetite frameworks and experience implementing or overseeing risk strategies.
- Completion of relevant training (e.g., IoD Audit and Risk course).

Personal Attributes

- Able to analyse and interpret financial reports for anomalies and operational insight
- Curious, collaborative, and able to exercise independent judgement
- Eager to ask probing questions, challenge assumptions, and delve deeper into issues, whilst maintaining objectivity.
- Skilled in planning, oversight, compliance, and liaison with auditors and stakeholders
- Capable of fostering strong, trust-based working relationships with other members, auditors, and management.