

TENTERFIELD SHIRE COUNCIL



**Expression of Interest (EOI)
Audit, Risk and Improvement Committee
2025 – 2029
Independent Member**

**Tenterfield Shire Council
ABN: 85 010 810 083**



PART A – INFORMATION PACKAGE

1 INTRODUCTION

- 1.1 Tenterfield Shire Council (Council) is seeking expressions of interest from suitably experienced and qualified persons to join its Audit, Risk and Improvement Committee (ARIC) for the term commencing June 2025 for a period of four (4) years.

Council is required to implement the Office of Local Government's *Guidelines for Risk Management and Internal Audit for Local Government in NSW* per the *Local Government (General) Regulation 2021* (the Regulation), effective 1 July 2024. The Guideline/Regulation requires that councils adopt an Audit, Risk and Improvement Committee into strategic and operational control from 1 July 2024. Council has maintained its ARIC since 2009.

The objective of the Committee is to provide independent assurance to Council by monitoring, reviewing and providing advice about Council's governance processes, compliance, risk management and control frameworks, external accountability obligations and overall performance.

2 ROLE OF THE ARIC

- 2.1 As required under section 428A of the *Local Government Act 1993* (the Act), the role of the committee is to review and provide independent advice to Council regarding the following aspects of Council's operations:
- Compliance;
 - Risk management;
 - Fraud control;
 - Financial management;
 - Governance;
 - Implementation of the strategic plan, delivery program and strategies;
 - Service reviews;
 - Collection of performance measurement data by Council; and
 - Internal audit.
- 2.2 The committee must also provide information to Council for the purpose of improving Council's performance of its functions.

3 STRUCTURE AND MEMBERSHIP

- 3.1 The committee consists of an independent chairperson and two independent members who have voting rights and one non-voting councillor (that cannot be the Mayor), as required under the *Local Government (General) Regulation 2021* (NSW).



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- 3.2 Members will be appointed for up to a four-year term. Members can be reappointed for one further term, but the total period of continuous membership cannot exceed eight years. This includes any term as chairperson of the committee. Members who have served an eight-year term (either as a member or as chairperson) must have a two-year break from serving on the committee before being appointed again.
- 3.3 Members will be eligible to attend remotely via Teams/Zoom meeting.

4 SELECTION CRITERIA

4.1 Independence Criteria

All committee members must meet the independence and eligibility criteria prescribed under the Regulation. The independence requirements are listed in section 2 of Part B – Application Form below.

4.2 Eligibility Criteria

Members of the committee must possess and maintain a broad range of skills, knowledge and experience relevant to the operations, governance and financial management of Council, the environment in which Council operates, and the contribution that the committee makes to Council. At least one member of the committee must have accounting or related financial management experience with an understanding of accounting and auditing standards in a local government environment. All members should have sufficient understanding of Council's financial reporting responsibilities to be able to contribute to the committee's consideration of Council's annual financial statements and integrated planning and reporting.

5 RESPONSIBILITIES OF AN INDEPENDENT MEMBER

- 5.1 The chairperson and members of the committee are expected to understand and observe the requirements of the Office of Local Government's Guidelines for risk management and internal audit for local government in NSW. Members are also expected to:
- Make themselves available as required to attend and participate in meetings;
 - Contribute the time needed to review and understand information provided to it;
 - Apply good analytical skills, objectivity and judgement;
 - Act in the best interests of Council;
 - Have the personal courage to raise and deal with tough issues, express opinions frankly, ask questions that go to the fundamental core of the issue and pursue independent lines of inquiry;
 - Maintain effective working relationships with Council;
 - Possess strong leadership qualities;
 - Contribute to effective committee meetings; and
 - Contribute to Council's internal audit function.



6 REMUNERATION

- 6.1 The ARIC meets at least 4 times a year, one of these meetings (usually December) is in person, and Council will pay a competitive remuneration rate for independent membership of the ARIC resolved by Council at \$1,100 (ex GST) per meeting. The Council also reimburses, or makes payments, for reasonable travel, accommodation and meal costs and expenses for the in-person meeting.

7 COMMITTEE MEETINGS

- 7.1 Committee meetings are generally held four (4) times per year, once each quarter. The first meeting will be held in June 2025. Meetings are located in the Council Chambers, 247 Rouse Street, Tenterfield NSW 2372. Members may also attend remotely via Microsoft Teams/Zoom video call.

8 CONFLICTS OF INTEREST

- 8.1 Once a year, committee members must provide written declarations to Council stating that they do not have any conflicts of interest that would preclude them from being members of the committee. Independent committee members are 'designated persons' for the purposes of Council's code of conduct and must also complete and submit returns of their interests.
- 8.2 Committee members and observers must declare any pecuniary or non-pecuniary conflicts of interest they may have in a matter being considered at the meeting at the start of each meeting or as soon as they become aware of the conflict of interest. Where a committee member or observer declares a pecuniary or a significant non-pecuniary conflict of interest, they must remove themselves from committee deliberations on the issue. Details of conflicts of interest declared at meetings must be appropriately recorded.

9 SUBMISSION OF APPLICATION

- 9.1 Applications can be submitted electronically via:
- Council's website – www.tenterfield.nsw.gov.au
 - Via email to council@tenterfield.nsw.gov.au by completing **Part B – Application Form** attached to this document.
 - Applications close 5:00pm, Friday 30 May 2025.
 - Enquiries should be directed to Liz Alley, Director of Corporate Services, via email to council@tenterfield.nsw.gov.au or by telephone 0498 534 035.



PART B – APPLICATION FORM

Privacy disclaimer: The personal information provided in this document is protected under the *Privacy and Personal Information Protection Act 1998* (NSW) (PIPPA). PIPPA provides for the protection of personal information and for the privacy of individuals. Council will not disclose your personal information to any person or body if it is not directly related to the purpose for which the information was collected. If you require any further information about the collection and use of personal information, please contact Council’s Liz Alley on 0498 534 035.

1. PERSONAL DETAILS

1.1 Title	
1.2 First name	
1.3 Last name	
1.4 E-mail address	
1.5 Telephone number	
1.6 Residential address	
1.7 LinkedIn URL (if applicable)	

2. INDEPENDENCE CRITERIA

Clause 216F(1) of the *Local Government (General) Regulation 2021* (NSW) (effective 1 July 2024) specifies the independence requirements for Audit, Risk and Improvement Committee independent members.

2.1 Are you currently a councillor of any council in NSW?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.2 Were you a candidate for the local government election for Tenterfield Shire Council in 2024?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.3 Have you been a Tenterfield Shire Council councillor?	Yes <input type="checkbox"/>	No <input type="checkbox"/>



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2.4 Are you a non-voting representative on the board of the regional NSW Joint Organisation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.5 Are you an employee of Tenterfield Shire Council or have you been an employee of Tenterfield Shire Council at any time within the previous 12 months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.6 Do you conduct audits of Tenterfield Shire Council for the Audit Office of NSW?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.7 Do you have a close personal or business relationship with a councillor or a person who has a senior role at Tenterfield Shire Council that may lead to an actual or perceived conflict of interest?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.8 Do you provide, or have you in the previous three years provided, material goods or services which directly affect matters considered by the Audit, Risk and Improvement Committee (e.g. consultancy, legal, internal audit or advisory services)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>2.9 Are you (or do you have close family member who is) a shareholder, owner, officer, or employee of a company that:</p> <ul style="list-style-type: none"> i. The company has a business relationship with Tenterfield Shire Council or a related entity; and ii. The business relationship comprises- <ul style="list-style-type: none"> a. A material business relationship, or b. A contractual relationship, or c. A material indirect financial interest, and iii. The business relationship could reasonably be considered to be an actual or perceived conflict of interest? <p><u>Note:</u> related entity means an entity formed by Tenterfield Shire Council or an entity which Tenterfield Shire Council participated in forming.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>2.10 Do you act, or have you previously acted, as an advocate for Tenterfield Shire Council or a related entity, and the advocacy-</p> <ul style="list-style-type: none"> i. Relates to a material interest, and ii. Could reasonably be considered to be an actual or perceived conflict of interest? <p><u>Note:</u> related entity means an entity formed by Tenterfield Shire Council or an entity which Tenterfield Shire Council participated in forming.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>



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3. APPLICATION QUESTIONS

Please also attach your current resume and cover letter to support your application.

- 3.1 Please outline any formal qualifications you hold that would assist you in the role of independent member of the Audit, Risk and Improvement Committee.
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3.2 Please outline any relevant professional knowledge and expertise you possess that would assist you in this role. Desirable areas of knowledge are:

- Risk management
 - Performance management
 - Human resources management
 - Internal and external auditing
 - Financial reporting
 - Accounting
 - Management control frameworks
 - Internal financial controls
 - Governance of organisations and business operations
 - Compliance
 - Fraud and corruption control
 - Strategic planning
 - Service reviews and business improvement
 - Performance data measurement
 - Information technology
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3.3 Please outline your experience in, or understanding of, local government operations.



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3.4 Please outline your understanding of the purpose of corporate governance in organisations.



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3.5 Please outline your current or prior experience on similar committees.

3.6 Please list any clubs, organisations, interest groups or committees that you are a member of or have affiliations within the Tenterfield Shire Council area.

3.7 Are you an undischarged bankrupt or have you been charged with or convicted of a serious criminal offence? Yes ☐ No ☐

3.8 Please provide two (2) referees Council can contact to verify the above responses.

Referee 1 (name and phone number):

Referee 2 (name and phone number):
