



**AUDIT RISK AND IMPROVEMENT COMMITTEE
INDEPENDENT MEMBER**

EXPRESSIONS OF INTEREST

Information Pack

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Overview

The Audit Risk and Improvement Committee (ARIC) comprises of a Chair and two independent external members. Council is seeking Expressions of Interest (EOI) from members of the public with appropriate skills and experience, to serve as an independent member on Council's Audit, Risk and Improvement Committee. Any person wishing to submit an EOI will be required to meet the independence, and the eligibility criteria of the Guidelines for Risk Management and Internal Audit for Local Government in NSW released by the Office of Local Government (OLG), as set out in the Terms of Reference.

About Norfolk Island Regional Council

The Norfolk Island Regional Council commenced 1 July 2016 and consisted of five representatives (Councillors) who were elected for a four-year term. On 4 February 2021, Assistant Minister Nola Marino suspended the Council and appointed Mike Colreavy as Interim Administrator pending a Public Inquiry into the Financial Operations of NIRC. On 6 December 2021, having regard to the findings of the Public Inquiry into the Norfolk Island Regional Council (NIRC), the Council was dismissed and Mike Colreavy appointed as Administrator of Council for a period of three years until 5 December 2024. As of 6 December 2024, Council has a newly appointed Administrator, Mr Scott Mason, and Financial Administrator, Mr Gary Mottau.

The Norfolk Island Regional Council is unique in that it provides a broad range of services to the community of Norfolk Island and is contracted to provide Commonwealth-funded state services which include land titles registration, motor vehicle and drivers licence, Courts and Legal services, and Ports Management to name a few. The full list of services is available by visiting the Australian Government [Department of Infrastructure, Transport, Regional Development and Communications](#) website.

The day-to-day management of Council is the responsibility of the Acting General Manager who reports to the NIRC Administrator and Financial Administrator. The General Manager is supported by four portfolio Managers.

Committee Objective

The objective of the Audit Risk and Improvement Committee is to enhance the corporate governance of the Council through the provision of independent oversight, review and advice. The Committee will assist the Council by providing independent assurance and assistance on the organisation's governance, audit, risk management, control and compliance frameworks.

The Committee terms of reference sets clear guidance on how it should serve the council, and that the council has input into how the committee will operate given its investment.

This will ensure clarity in the relationship between the council and the audit, risk and improvement committee, and that the council can measure the committee's performance.

It is recommended that you read the Terms of Reference.

Audit, Risk and Improvement Committee Terms of Reference

The Committee operates in accordance with the Audit, Risk & Improvement Committee Terms of Reference. Further detail on the charter can be found at <https://www.nirc.gov.au/downloads/file/2264/aric-terms-of-reference-4-december-2023>

Structure and Membership

ARIC consists of (3) independent external members appointed by Council (1 of the three being the Chairperson).

The Acting General Manager and Internal Auditor shall be available to attend all Committee meetings but are not members of the Committee. Representatives of the external auditor are invited to attend meetings, as well as other officers as requested by the Committee.

Roles and Responsibilities of an Independent Member

Independent ARIC members are expected to be able to assess information provided to them about Council and to identify and assess key risks and issues.

Each member should be capable of making a valuable contribution to the Committee.

To be successful in their role, a member must:

1. take a professional approach to their responsibilities, including an appropriate commitment of time and effort,
2. know the business, culture and values of Council and take the time to understand changes that affect how Council operates and its risks,
3. have sufficient understanding of Council's financial reporting responsibilities to be able to contribute to the Committee's consideration of the annual financial statements,
4. understand the role of the Committee and the expectations of the Council,
5. act in the best interests of the Council,
6. take a professional approach,
7. be a good communicator and build effective relationships with the Council and other committee members, and
8. 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.

Committee Meetings

The committee will meet at least 4 times per year, including a meeting to review the audited financial statements and audit opinion, with one meeting per calendar year to be held on Norfolk Island. Costs associated with travel to the island will be covered by Council.

Appointment of Committee Members

All independent members may be appointed by Council for a term of up to four years. Members are eligible for extension or re-appointment following a formal review of their performance up to a maximum term of eight (8) years. To preserve the committee's knowledge of the Council, ideally, no more than one member should retire from the committee because of rotation in any one year.

All appointments are to be made based upon a demonstrated ability to meet the selection criteria and ARIC skills matrix.

Selection Criteria

Independence Requirements for ARIC Chairs and Independent Members

All ARIC chairs and independent members must be independent to ensure they have no real or perceived bias or conflicts of interest that may interfere with their ability to act independently and can provide the council with robust, objective, and unbiased advice about how the council is functioning.

ARIC chairs and independent members cannot:

- currently be a councillor of any NSW council.
- be a non-voting representative of the board of the joint organisation.
- be a candidate at the last election of the council.
- be a person who has held office in the council during its previous term.
- be currently employed by the council or joint organisation, or been employed during the last 12 months.
- conduct audits of the council on behalf of the Audit Office of NSW.
- have a close personal or business relationship with a councillor or a person who has
- a senior role in the council that may lead to a real or perceived conflict of interest.
- currently, or within the last three years, provided any material goods or services
- (including consultancy, legal, internal audit, and advisory services) to the council
- which directly affect subjects or issues considered by the ARIC.
- be (or have a close family member who is) a substantial shareholder, owner, officer,
- or employee of a company that has a material business, contractual relationship,
- direct financial interest or material indirect financial interest with the council or a
- related entity which could be considered a real or perceived conflict of interest, or
- currently or have previously acted as an advocate of a material interest on behalf of
- the council or a related entity which could be considered a real or perceived conflict
- of interest.

Eligibility Requirements for Independent Members

In addition to meeting the independence requirements set out above, the following eligibility criteria apply to ARIC independent members:

ARIC independent members must demonstrate the following:

- an ability to read and understand financial statements and a capacity to understand
- the ethical requirements of government (including potential conflicts of interest).
- functional knowledge in areas such as risk management, performance management,
- human resources management, internal and external auditing, financial reporting,
- accounting, management control frameworks, internal financial controls,
- governance (including planning, reporting and oversight), or business operations.
- a capacity to form independent judgements and willingness to constructively
- challenge/question management practices and information.
- a professional, ethical approach to the exercise of their duties and the capacity to
- devote the necessary time and effort to the responsibilities of an independent
- member of an ARIC, and
- preparedness to undertake any training on the operation of ARICs recommended by
- the chair based on their assessment of the skills, knowledge and experience of the
- independent member.

Desirable criteria

Ideally, independent members of ARICs should also meet the following criteria, but these are not essential:

- extensive senior level experience in governance and management of complex organisations, and
- possession of a relevant professional qualification or membership (e.g., Institute of Internal Auditors (IIA), CPA Australia (CPA) and Chartered Accountants Australia and New Zealand (CA)).

The independent members of the Committee, taken collectively, will have a broad range of personal qualities, skills and experience relevant to the operations of Norfolk Island Regional Council.

Pre-Appointment Probity Checks

Successful applicants will undergo pre appointment probity checks, including criminal record and financial status (bankruptcy) checks. Applicants will be required to provide necessary information and documents for those checks. Reference checks may also be conducted.

Remuneration

Independent Committee members will receive a set fee of \$1000 for each meeting attended.

Flights, accommodation and hire car associated with travel to Norfolk Island, as well as any other travel necessary for this role, will be managed by NIRC. Travel expenses such as meals, parking tickets and ride fares will be reimbursed by NIRC.

A total daily limit of \$165 will apply for meals and incidentals (including refreshments) per diem.

Induction and training

New members will receive relevant information and briefings on their appointment to assist them to meet their committee responsibilities.

Evaluation and Selection Process

Respondents should complete the Audit, Risk and Improvement Committee Application form (see below). Candidates will be assessed on their ability to meet the selection criteria.

Following submission of your Expression of Interest, all applications will be reviewed. The submissions will be shortlisted, and suitable candidates will be invited to a brief interview.

Registration of Expression of Interest

Register your Expression of Interest at VendorPanel Public Tenders

<https://www.vendorpanel.com.au/publictenders.aspx>

Vendor Panel Reference Number: VP441637

Expression of Interest Queries

For any further information regarding this EOI, please contact Acting General Manager Phil Reid, Norfolk Island Regional Council on Philip.reid@nirc.gov.nf or ARIC Chair Katie Sexton at katie.sexton@nirc.gov.nf

Expressions of Interest Close **Wednesday, 15 January 2025.**

Audit, Risk and Improvement Committee Application

Applicant Details	
Name:	
Current Employer:	
Current Position:	
Telephone: / Mobile	
E-Mail:	
Address:	
Education:	
Professional Certification:	
Professional Organisation Memberships:	

Board and Audit Committee Membership (Previous & Current)				
Organization	Role	Term	Start Date	End Date

In the table below, please indicate how you self-assess your levels of skills and experience against each

key responsibility of the Committee.

Experience	Expert	Sound	Some	Nil
Audit				
Internal Audit				
External Audit				
Risk				
Risk Management Frameworks				
Insurance				
Governance Frameworks				
Legal and compliance				
Local Government Legislation				
Fraud and Corruption Control				
Financial Management				
Project/contractor management				
Improvement				
Integrated Planning and Reporting				
Service Reviews and business improvement				
Performance data and measurement				
Other (please specify)				

Additional information

Please provide any additional details that you consider to be relevant to your application.

Referees

Please provide two referees. Name, Position; Address; Organisation; Contact telephone number. Identify as business or personal referee.

REFEREE DETAILS	
Referee 1	
Title	
First Name:	
Surname:	
Company/Employer:	
Relationship:	
Phone:	
Email address:	

REFEREE DETAILS	
Referee 2	
Title	
First Name:	
Surname:	
Company/Employer:	
Relationship:	
Phone:	
Email address:	