



# Audit Risk and Improvement Committee Independent Member Information Pack

February 2025





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**PRIVACY NOTICE**

Council is required under the Privacy and Personal Information Protection Act 1998 (PPIPA) to collect, maintain and use your personal information in accordance with the Privacy Principles and other relevant requirements of the PPIPA. Personal information requested on this form will only be used to fulfil the purpose for which it is being collected. Provision of this information is voluntary and is required to help process your application. Council is regarded as the agency that holds the information and access is restricted to council officers and other authorised people. You may apply to access or amend the information. For further information or clarification please contact the Privacy Contact Officer at Council.



The City of Canterbury Bankstown is seeking expressions of interest from suitably qualified candidates to join its Audit Risk and Improvement Committee (ARIC).

## THE CITY OF CANTERBURY BANKSTOWN

The City of Canterbury Bankstown was proclaimed on the 12 May 2016 and has one of the largest local government resident population in NSW. Located between eight and 23 kilometres south-west of the Sydney CBD, the City of Canterbury Bankstown has a diverse culture, friendly people, exotic foods, great restaurants and unique shopping experiences.

With an area just over 100 square kilometres, the largely residential City has 41 suburbs and nearly 30 urban centres. The area holds beautiful natural areas including the Georges River National Park and open space corridors surrounding the Cooks River in the north east, and Wolli Creek, Salt Pan Creek and the Georges River in the south and west.

The City is served by the Bankstown and East Hills rail lines and there are major road networks traversing the area including the M5 Motorway, Hume Highway, King Georges Road, Henry Lawson Drive and Canterbury Road. The City is also home to Bankstown Airport, the largest general aviation airport in the southern hemisphere.

Major retail precincts are located in the Bankstown CBD, Bass Hill, Campsie, Chester Hill, Chullora, Lakemba and Roselands. Major industrial precincts include Bankstown, Chullora, Kingsgrove North, Milperra, Riverwood and Villawood.

The City is geographically well placed, close to suppliers and services, and major transport links including the M5 Motorway, main roads, freight rail lines, Port Botany and Sydney Airport. The City's diversity and location has brought about great opportunities for business and employment with over 33,000 businesses and nearly 120,000 local jobs.

The Bankstown-Lidcombe Hospital and Canterbury Hospital provide two health precincts for the City. Several TAFE campuses and a campus of Western Sydney University provide opportunities for students from all over Sydney and abroad to study.

There are many scenic parks and a broad range of sporting and recreational facilities including Canterbury Park Race Course, Bankstown Trotting Track, Belmore Sports Ground, Memorial Oval Cricket Centre, Canterbury Ice Rink, Morris Iemma Indoor Sports Centre and the Dunc Gray Velodrome, just to name a few. An extensive network of leisure and aquatic facilities, libraries and community centres are also located across the City.

Originally inhabited by the First Peoples of the Darug and Eora nations, the City has an extraordinarily culturally diverse population of over 380,000 people speaking more than 120 different languages. Almost 42% were born overseas and 59% speak a language other than English at home.

Canterbury-Bankstown is a unique, cosmopolitan environment with one of the world's most successful multicultural communities. With people from so many cultural backgrounds, residents have a wonderful opportunity to learn and experience from the beliefs and way of life of other cultures.

Canterbury-Bankstown Council has an in-house Internal Audit function which is made up of two professionally qualified internal auditors and operates in accordance with the Institute of Internal Auditors global Internal Audit Standards and the Guidelines for Risk Management and Internal Audit for local government in NSW, issued by the Office of Local Government (OLG).



## THE AUDIT RISK AND IMPROVEMENT COMMITTEE

The Audit Risk and Improvement Committee for the City of Canterbury Bankstown was established to promote good corporate governance at Council. Acting as an independent advisory Committee, it provides assurance to Council to assist with its oversight responsibilities and operates in accordance with the Guidelines for Risk Management and Internal Audit for local government in NSW (November 2023).

Under section 428A of the Local Government Act, each council (including county councils and joint organisations) must have an audit, risk and improvement committee to independently review and advise on the following aspects of the council's operations:

- (a) compliance
- (b) risk management
- (c) fraud control
- (d) financial management
- (e) governance
- (f) implementation of the strategic plan, delivery program and strategies
- (g) service reviews
- (h) collection of performance measurement data by the council, and
- (i) any other matters prescribed by the regulation.

The committee must also provide information to the council for the purpose of improving the council's performance of its functions.

The Local Government Regulation (section 216M) also requires a council's audit, risk and improvement committee to review and provide advice on the council's internal audit activities.

The Committee meets four times throughout the year (additional extra-ordinary meetings may be called if required). It consists of three independent members, one of which is the Chairperson and one councillor (non-voting) member. Committee meetings are held quarterly at the Civic Tower located in Bankstown or virtually via the Microsoft Teams meeting platform. Regular presentations to the Committee are provided by Internal Audit and Enterprise Risk Management. Other business areas are invited to present as requested.

For further details relating to the roles and responsibilities of the Committee please refer to the Audit Risk and Improvement Committee Charter.

## THE ROLE: INDEPENDENT COMMITTEE MEMBER

We are currently seeking to fill one role for an independent (voting) member. The term of this appointment is four years, commencing April 2025 to April 2029. An induction process will be conducted prior to the commencement of the term.

The first scheduled meeting is expected to be: 25 June 2025 commencing at 10am. Meetings are scheduled for two hours and may run over/under time. Additional time is scheduled for the October meeting which incorporates the review of the annual financial statements.



When selecting individual audit, risk and improvement committee members, the council will have regards to the appropriate mix of skills, knowledge and experience necessary to successfully implement its terms of reference and add value to the council. In seeking to achieve this it will ensure:

- at least one member with financial expertise (for example, a qualified accountant or auditor or other financial professional with experience of financial and accounting matters), and
- a mix of skills and experience in:
  - business
  - financial and legal compliance
  - risk management, and
  - internal audit, and
  - any specialised business operations of the council, where the committee would benefit from having a member with skills or experience in this area (for example, IT skills or experience where IT systems have an important role in the council's business).

All audit, risk and improvement committee members should have sufficient understanding of the council's financial reporting responsibilities to be able to contribute to the committee's consideration of the annual financial statements.

Each committee member should also have sufficient time to devote to their responsibilities as an audit, risk and improvement committee member.

## RESPONSIBILITIES OF AN INDEPENDENT COMMITTEE MEMBER

Independent committee members are required to fulfil their duties in accordance with their approved Charter and the Guidelines for Risk Management and Internal Audit for local government in NSW. To be successful in their role, a member must:

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

## REMUNERATION

Remuneration is set by the resolution of Council and are payable for each formal meeting. Sitting fees are inclusive of preparation, travel time and incidentals. Current approved fees are as follows:

Independent members: \$2,000

Chairperson (independent): \$2,500



Superannuation is payable in accordance with the Superannuation Guarantee (Administration) Act 1992. ARIC members are covered under Council's insurance policies for public liability and professional indemnity.

The Chairperson will be appointed in accordance with the Committees Charter.

Appointment is subject to Council approval.

## SELECTION CRITERIA

### Independence Criteria

To be considered for this role the applicant must meet an independence criteria whereby the independent voting committee member **must not**:

- 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 audit, risk and improvement committee
- 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.

### Essential Criteria

In addition to independence, members of the ARIC should be appropriately qualified, and applicants should be able to demonstrate a range of skills and experience that will enable them to fulfil their role in line with the ARIC Charter. Essential criteria that must be demonstrated includes:

- 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 audit, risk and improvement committee, and
- preparedness to undertake any training on the operation of audit, risk and improvement committees recommended by the chairperson based on their assessment of the skills, knowledge and experience of the independent member.



### **Desirable Criteria**

Other desirable criteria which should ideally be demonstrated includes:

- 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)).

### **Chairperson**

To be appointed as chairperson individuals must meet additional essential criteria and must demonstrate the following:

- leadership qualities and the ability to promote effective working relationships in complex organisations
- an ability to communicate complex and sensitive assessments in a tactful manner to the council's internal audit coordinator, senior management and the mayor and councillors
- a sound understanding of:
  - the principles of good organisational governance and capacity to understand local government accountability, including financial reporting
  - the business of the council or the environment in which it operates
  - internal audit operations, including selection and review of the council's internal audit coordinator, and
  - risk management principles
- extensive senior level experience in governance and management of complex organisations, 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 judgement and a willingness to constructively challenge/question management practices and information, and
- a professional, ethical approach to the exercise of their duties and the capacity to devote the necessary time and effort to the responsibilities of the chairperson of an audit, risk and improvement committee.

### **Background Checks**

Audit, risk and improvement committee chairpersons and independent members must not be undischarged bankrupts or have been charged with or convicted of a serious criminal offence.

Successful applicants will be subject to criminal record and financial status (bankruptcy) checks before their appointment.

Business reference checks may also be completed.



## OTHER

All independent members of the Audit Risk and Improvement Committee are designated persons and required to complete an annual return of pecuniary interests.

In line with our Diversity and Inclusion objectives, we are committed to being an employer of choice with an emphasis on attracting and retaining women, indigenous Australians, the culturally and linguistically diverse, those with special needs and workers of all ages and sexual orientations. We set ourselves constant goals to better ourselves in these areas.

## HOW TO APPLY

Council invites applications from suitably independent and qualified persons.

Applications should include the completed application form and your resume. These should be marked private and confidential and addressed to the Chief Executive Officer. Applications should be submitted online to: [Linda.Derbas@cbc.city.nsw.gov.au](mailto:Linda.Derbas@cbc.city.nsw.gov.au).

For further enquiries please contact Linda Derbas (Manager, Audit and Corporate Assurance) at [linda.derbas@cbc.city.nsw.gov.au](mailto:linda.derbas@cbc.city.nsw.gov.au).

**Closing Date for applications:** 14 March 2025

## ACKNOWLEDGEMENT

Some information contained in this pack is extracted from the Guidelines for Risk Management and Internal Audit for local government in NSW (November 2023) as issued by the Office of Local Government.





**CITY OF CANTERBURY BANKSTOWN  
AUDIT RISK AND IMPROVEMENT COMMITTEE  
APPLICATION FORM**

All questions are mandatory and must be answered by the applicant.

FULL NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**ELIGIBILITY DECLARATIONS**

I confirm that I meet the independence criteria as set out on page 6 of this pack:  Yes  No

I confirm that I am not an undischarged bankrupt:  Yes  No

I confirm that I have not been charged with or convicted of any serious criminal offence:  Yes  No

Please note if you answer No to any of the questions above, you will fail the eligibility criteria for this role and your application will not be considered further.

Please outline any formal qualifications you hold that would be relevant to your role on the ARIC:

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Please outline your skills and experience that you believe will be relevant to your role on the ARIC:

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**Please outline your current and/or previous experience on similar committees:**

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**Please outline what value you can add and the contributions that you can make, as an independent member of the ARIC for the City of Canterbury Bankstown, to the broader local government sector:**

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**Are you aware of any relationships, roles or affiliations which may provide a conflict of interest (real, potential or perceived) between your role on the ARIC and your private interest?**  Yes  No

**If yes, please provide details:**

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**Signed (applicant):** \_\_\_\_\_

**Date:** \_\_\_\_\_



**Referees:** Please provide contact details for two (business) referees which may be contacted regarding your application.

**Referee 1**

**Name:** \_\_\_\_\_

**Role:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Referee 2**

**Name:** \_\_\_\_\_

**Role:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_



### Reference Materials

- ARIC Charter
- Code of Conduct
- Guidelines for Risk Management and Internal Audit for Local Government in NSW (November 2023)