

Audit Risk Improvement Committee Expression of Interest Information Pack



PO Box 492, Bega NSW 2550
P. (02) 6499 2222
F. (02) 6499 2200
E. council@begavalley.nsw.gov.au
W. begavalley.nsw.gov.au
ABN. 26 987 935 332
DX. 4904 Bega

Bega Valley Shire Council acknowledges and pays our respects to the traditional custodians of the lands, waterways and airspace of the shire.

Contents

Introduction	5
Welcome to our place	5
About Bega Valley Shire Council	5
Our values	6
ARIC background and position information.....	6
How to apply	8
Evaluation Process and Requirements.....	9
Definitions	12
Disclaimer.....	12

Introduction

Bega Valley Shire Council (Council) is seeking responses to this invitation for volunteer independent Audit, Risk and Improvement Committee (ARIC) members.

Internal Audit is an independent objective appraisal and consulting function, established by Council to examine and evaluate its risk management and audit activities. ARIC assists the Chief Executive Officer and the Council to carry out their responsibilities in the areas of audit, risk and organisational improvement.

ARIC's role is to oversee and monitor the effectiveness of Council in carrying out its obligations for responsible financial management, good corporate governance, maintaining an effective system of internal control, risk management, and fostering an ethical environment. ARIC meets quarterly at Council's Bega Offices.

Welcome to our place

The Bega Valley Shire is located at the south-eastern corner of New South Wales, halfway between Australia's two largest cities, Sydney and Melbourne and three hours' drive from the nation's capital, Canberra.

Our coastal fringe extends from Wallaga Lake in the north to Cape Howe and the Victorian border in the south. Collectively this 225-kilometre section forms the beautiful Sapphire Coast, the heart of Australia's Coastal Wilderness.

Our community vision explains our collective aspiration that by working together, the Bega Valley Shire community integrates quality of life, enterprising businesses, sustainable development and conservation of the environment.

About Bega Valley Shire Council

Council is a Local Government statutory authority that provides services, amenities, infrastructure and civic leadership within the Bega Valley. As the level of government that has the closest relationship with our community, we aim to create an inclusive, vibrant and safe place. Council manages over \$1.45 billion in critical assets with services provided including:

- Asset management
- Community development
- Cemeteries
- Engineering and infrastructure projects
- Environment and sustainability initiatives
- Festivals and events support
- Footpath and road maintenance and construction
- Heritage matters
- Libraries
- Local regulatory enforcement
- Preschools
- Public health
- Town planning
- Waste management

- Youth services ... and much more

Our vision as articulated in our Community Strategic Plan: Our Place, Your Place, Great Place.

Our values

Organisational values drive the way we influence, interact with each other, and how we work together to achieve results. Organisational values are not descriptions of the work we do or the strategies we employ to accomplish our mission, they are the unseen drivers of our behaviour, based on our deeply held beliefs that drive decision-making. The collective behaviours of all employees become the organisational culture – “the way we do things around here” – fulfilling the organisation’s promise to stakeholders. Council’s approach to risk management is set in the context of its values as follows:

People Matter - We care for our people and each other

- We respect value and trust each other
- We provide a caring and safe workplace
- We act with integrity and honesty
- We maintain the right work/life balance

Learning is important - and we innovate

- We actively encourage innovation and learning
- We learn from our mistakes
- We are a non-blame workplace
- We invite constructive feedback
- We are always improving

Can do – we have a can-do approach and focus on solutions and outcomes

- We strive for excellence
- We do what we say
- We achieve outcomes as a team
- We celebrate success

Engaging the whole organisation is key – we engage and communicate clearly, and consistently

- We go to the right person
- We are open and transparent
- We listen
- We communicate clearly and consistently

ARIC background and position information

The ARIC was established by Council with the first committee meeting held on 31 August 2009. The overall aim of the ARIC is to support and assist Council in providing a transparent and independent review process for its financial and enterprise risk management practices to ensure accountability to the community in the governance, management and allocation of resources.

Membership of the ARIC consists of:

- A minimum of three independent committee members (one of whom fulfils the role of Chairperson)
- Up to 2 elected Councillors as delegates to the committee

Additionally, as per the ARIC Charter, the 'non-voting attendees' to ARIC meetings are:

- The Chief Executive Officer
- Director Business & Governance
- Manager Property and Legal
- Risk Management Coordinator

Term of Appointment

Council is seeking expressions of interest to fill an available vacancy for an independent volunteer member of the ARIC.

Meetings

ARIC meets quarterly in Bega.

Key Selection Criteria

Successful applicants will have relevant industry experience, tertiary qualifications in a related field and will be able to provide specialist knowledge in one or more of the following:

- Local government
- Financial compliance
- Governance
- Risk management
- Legal compliance
- Business management
- Information technology

Applications will be assessed in consideration of the following experience and abilities:

- Extensive senior level experience in governance and management of complex organisations
- An ability to read and understand financial statements
- A capacity to understand the ethical requirements of government (including potential conflicts of interest)
- Functional knowledge of areas such as:
 - Risk management
 - Performance management
 - Human resources management
 - Internal and external auditing
 - Financial reporting
 - Accounting
 - Management control frameworks
 - Financial internal controls
 - Governance (including planning, reporting and oversight), or
 - Business operations
- A capacity to form independent judgements and willingness to constructively challenge and question management practices and information
- A professional, ethical approach to the exercise of their duties

- The capacity to devote the necessary time and effort to the responsibilities of a member of an ARIC
- Possession of a relevant professional qualification or membership (for example, Certified Internal Auditor, Certified Practising Accountant, Chartered Accountant, Certified Practising Risk Manager, Graduate Member of the Australian Institute of Company Directors) is desirable.

For more information about ARIC, please refer to the [ARIC Charter](#) which is available on Council's website.

How to apply

Intention of Expressions of Interest (EOI)

The intention of the EOI process is to appoint an independent volunteer member of the ARIC to provide assurance and assistance to Council on risk management, control, governance and external accountability responsibilities.

Organisation contact

All enquiries should be made to:

ARIC EOI Contact

Rickee Marshall

Manager Property
and Legal

(02) 6499 2222

Information to be provided

Applicants should provide the following information as part of their EOI:

- Cover Letter briefly detailing applicants' suitability for the role
- Current resume
- A minimum of two referees with their contact details.

Please note that while applicants are not required to provide evidence of qualifications with the application, they will need to be presented to Council if successfully appointed.

Lodgement

The applicant's response must be received by the EOI closing time, Council may extend the closing time in its absolute discretion by providing public notice. EOI responses must be marked and lodged as detailed below:

By email:

council@begavalley.nsw.gov.au

Information to be in the title of the email. Email applications should be marked in the subject as "EOI – ARIC Independent Member" All emails will be acknowledged.

Emails must be less than 16MB.

Submission via file sharing, e.g. Dropbox, must be arranged in advance of the closing date.

EOI Closing time

Australian Eastern Standard Time, Wednesday, 31 May 2023.

Providing a Submission

It is the applicant's responsibility:

- To understand the requirements of this EOI, the EOI process and any reference documentation
- To ensure their submission contains the information requested
- To ensure their response is in the correct format complies with all requirements of this invitation and is accurate and complete
- To make their enquiries regarding this EOI and the EOI process
- To ensure they comply with all applicable laws regarding the EOI process
- For all costs and expenses related to the preparation and lodgement of their response, any subsequent negotiation, and any future process connected with or relating to the EOI process.

Evaluation Process and Requirements

Evaluation

A panel incorporating the Mayor, ARIC Chair or another delegated representative will evaluate the EOI's as per the Council's Recruitment Procedure and ARIC Charter. Submissions will be shortlisted, and suitable applicants will be invited for an interview. Unsuccessful applicants will be formally notified. Council may, in its absolute discretion:

- Reject any response that does not include all the information requested or is not in the format specified
- After concluding a preliminary evaluation, reject any response that in its opinion is unacceptable
- Disregard any content in an applicant's response that is illegible and will be under no obligation whatsoever to seek clarification from the applicant
- Disqualify any incomplete response or evaluate it solely on the information contained within it
- Alter the structure and/or the timing of the EOI process
- Vary or extend any time or date specified in this EOI.

EOI process and timeline

Please note: this timeline provides applicants with an indication of the timing of the EOI process. The schedule is indicative only and may be changed by Council at any time.

Action	Date & Time
EOI opens	Monday, 08 May 2023
EOI closes	Wednesday, 31 May 2023
EOI's reviewed by panel	Thursday, 01 June 2023

Communication protocol

Questions or inquiries relating to this invitation and the EOI process are to be directed to the contact person specified in this document. All requests for further information or clarification regarding this EOI are to be submitted before the closing date. The organisation is not obliged to respond to any question or request for clarification or further information. The organisation may make available to other prospective applicant's details of such a request together with any response, in which event those details shall form part of this invitation.

Complaints about this EOI

An applicant with a complaint about this EOI must notify the contact person to seek resolution of their complaint.

Late submission

If an applicant's response is received after the EOI closing time, it will be disqualified from the EOI process and will be ineligible for consideration unless the invitee can document to the satisfaction of Council that an event of exceptional circumstances resulted in the applicant being unable to have their application received by Council by EOI closing time; and Council is satisfied that accepting a late submission would not compromise the integrity of the EOI process.

Council will inform an applicant whose response is received after the EOI closing time if their response is ineligible for consideration.

Obligation to notify errors

If an applicant identifies an error in their response (excluding clerical errors which would have no bearing on the evaluation), they must promptly notify Council.

Use of a response

By submission of their response, each applicant grants to the Council a non-transferable licence to use and reproduce the whole or any portion of the applicant's response solely to evaluate the merits of the applicant.

Withdrawal of a response

An applicant who wishes to withdraw a previously submitted response must immediately notify Council in writing of their withdrawal. Upon receipt of such notification, Council will cease to consider the applicant's response.

Disclosure of EOI contents and EOI information

Applicant's responses will be treated as confidential by the Council. Council will not disclose the information contained in the response, except:

As required by law

- For investigations by the Australian Competition and Consumer Commission or other government authorities having relevant jurisdiction
- To external consultants and advisers of Council engaged to assist with the EOI process.

Options available to the Council

After evaluating all responses, Council may without limiting other options available to it, do any of the following:

- Prepare a short list of applicants and invite them to interview
- Conduct a subsequent EOI process calling for the services or any similar related services
- Decide not to proceed further with the EOI process or any other procurement process for the services
- Commence a new process for calling for applicant's responses on a similar or different basis to that outlined in the original invitation.

No legally binding contract

Being shortlisted does not give rise to a contract (express or implied) between the preferred applicant and Council. No legal relationship will exist between the Council and a preferred applicant relating to the supply of services unless and until both parties execute a binding contract.

Applicant warranties

By submitting a response, an applicant warrants that:

- They have examined this EOI, and any other documents referenced or referred to herein, and any additional information made available in writing by Council to applicants to submit a response
- They have sought and examined all necessary information which is obtainable by making reasonable enquiries relevant to the risks and other circumstances affecting its response
- They otherwise accept and will comply with the rules set out in this EOI
- They will provide additional information promptly as requested by the Council to clarify any matters contained in the response.

Council rights

Notwithstanding anything else in this EOI, and without limiting its rights at law or otherwise, Council reserves the right, in its absolute discretion at any time, to:

- Vary or extend any time or date specified in this EOI for all or any applicants
- Terminate the participation of any applicant or any other person in the EOI process.

Affiliations with Councillor(s) and Council staff

EOI applicants are not permitted to canvass Councillors or Council staff. Contact should be made regarding this EOI to the Contact Person. All affiliations or associations with Councillor(s) or Council staff which may lead to a reasonable person to believe that you may not be able to deal with your matters in an impartial manner must be declared. This includes all affiliations or associations with a councillor(s) or member(s) of staff where you have:

- A friendship, personal or family relationship
- A shared membership in a club, political party or organisation/association
- Business dealings with a Councillor(s) or member(s) of staff outside their official Council role
- Provided a gift, benefit, loan, payment or hospitality.

Code of conduct

Independent members of the ARIC must comply with the applicable provisions of Council's Code of Conduct in carrying out their functions as Council officials. It is the personal responsibility of Council officials to comply with the standards in the Code and regularly review their personal circumstances. The Code of Conduct sets the minimum requirements of conduct for council officials in carrying out their functions. The Code of Conduct has been developed to assist Council officials, including volunteers, to:

- Understand the standards of conduct that are expected of them
- Enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence
- Act in a way that enhances public confidence in the integrity of local government.

Definitions

Term	Definition
Applicant	Applicant means a person who submits an applicant's response
Applicant's response or submission	Applicant's response or submission means a document lodged by an applicant in response to this EOI containing a proposal to provide goods and/or services.
ARIC	Audit, Risk and Improvement Committee
Council	Council means Bega Valley Shire Council
EOI closing time	EOI closing time indicates the time specified by which the Council must receive responses.
Evaluation process	EOI process means the process commenced by advertising an invitation for responses and concluding upon either early termination of the process or a subsequent procurement process.
EOI	EOI means the Expression of Interest set out in each of the documents identified in the Introduction, the EOI process and any other materials so designated by Council.

Disclaimer

This document does not constitute an offer but is issued only to gain expressions of interest. Nothing in this EOI shall be construed as to give rise to any contractual obligation, express or implied, on either Council or an interested party.



Zingel Place, Bega

M. PO Box 492 Bega **P.** 02 6499 2222 **F.** 02 6499 2200 **ABN.** 26 987 935 332 **DX.** 4904 Bega



council@begavalley.nsw.gov.au



[begavalleyshirecouncil](https://www.facebook.com/begavalleyshirecouncil)



www.begavalley.nsw.gov.au