



INFORMATION PACK

Independent Member

Audit, Risk & Improvement Committee

maitland
CITY COUNCIL

Overview

The Maitland Local Government Area (LGA) covers an area of 396km². Key strategic suburbs include Maitland, East Maitland, Thornton, Rutherford, Thornton North, Aberglasslyn, Lochinvar, Farley, Anambah, Gillieston Heights.

With a population of **98,163**, Maitland LGA is the focus of a diverse range of economic activities, including agriculture, tourism, mining, manufacturing, transport, and construction industries.

Council manages a budget of \$224 million per year, including capital and operating expenditure, and a **\$2.15** billion asset base. Over **550** staff provide a diverse range of services to the community.

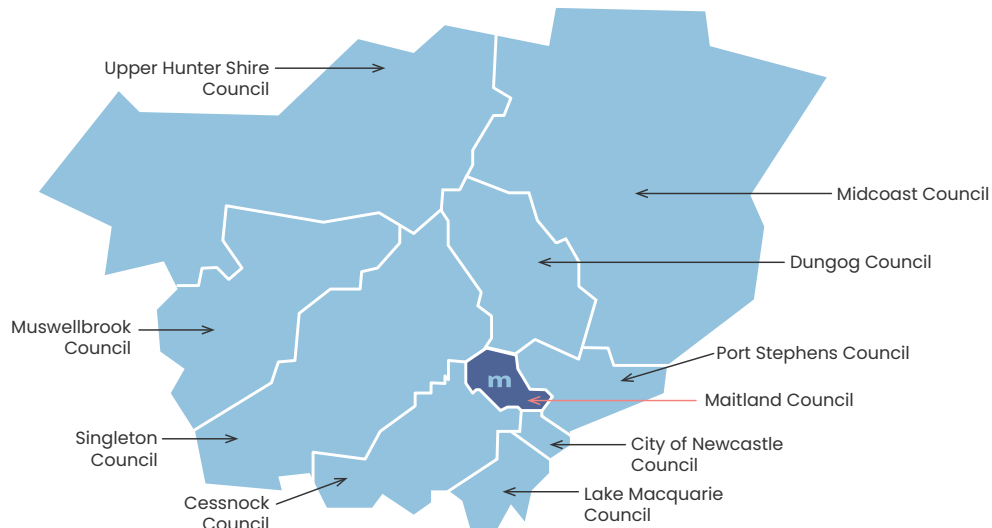
Objectives

The objective of the Audit, Risk & Improvement Committee (ARIC) is to provide independent assurance to Council by monitoring, reviewing, and providing advice about the Council’s governance processes, compliance, risk management and control frameworks, external accountability obligations and overall performance.

The responsibilities of the Committee will include, but are not limited to, keeping under review the following aspects of Council’s operations:

Compliance	Service Reviews
Risk Management	Fraud Control
Financial Management	Governance
Implementation of the strategic plan, delivery program and strategies	Collection of performance measurement data by Council

Any other matter prescribed by the regulations



Terms of Reference

The Committee will operate in accordance with the [ARIC Terms of Reference](#). Based on the [guidelines](#) issued by the Chief Executive of the Office of Local Government pursuant to section 428A of the Local Government Act 1993.

Membership

Membership of the Committee comprises of three voting members (Chair and two independent members) and non-voting Councillor member, General Manager, and Chief Audit Executive. Other Management/Officers participate in Committee meetings as required.

Appointment of Committee Members

Appointment of members will be for a term up to four years, as determined by resolution of Council, after which members may be eligible for extension or reappointment following a formal review of performance by Council.

All appointees will be made based upon a demonstrated ability to meet the selection criteria.

Tenures will be staggered to allow for continuity of the Committee.

Two external independent members shall be appointed, one for a four year period and one for a three year period.

External members may be reappointed following public advertising and an expression of interest process.

Vacancies shall be filled by public advertising followed by an evaluation process and interview of shortlisted candidates, followed by a recommendation to Council. Any person, company or organisation, including their clients, that provides contracted services to Council may be considered ineligible for membership of the Committee on the grounds of an actual or perceived conflict of interest.

Members chosen to serve on the Committee should exhibit independence of mind in their deliberations and not act as a representative of a particular area of the community or Council and be astute to avoid conflicts of interest.

Selection Criteria

The independent external members of the Committee will have a broad range of personal qualities, skills, and experience relevant to the operations of Maitland City Council.

At least one member of the Committee must possess a strong financial management and/or audit background, with an understanding of accounting and auditing standards in a public sector environment. At least one member of the Committee must possess a legal, governance, or risk management understanding of a public sector environment. Information and communications technology (ICT) and business management skills and experience are desirable.

The following criteria will be considered in relation to skills and experience when assessing applications for the position of the independent voting members:

1. Professional qualifications and/or knowledge and expertise such as accounting, legal, risk management, auditing, business or planning, to support the activities required of a committee member.
2. Demonstrate the understanding of the role of ARIC, including, both internal and external audit and their importance.
3. Demonstrate an understanding of knowledge/experience of Local Government, including corporate Governance and how ISO 31000 supports this process.
4. Demonstrate current/prior experience on similar committees.

Roles and Responsibilities

The role and responsibilities of the Committee is in accordance with the [ARIC Terms of Reference](#), section 7, which may be revised or expanded by Council when required.



Members of the Committee are expected to:

- Make themselves available as required to attend and participate in meetings in person (whilst remote attendance is available, in person attendance is expected for the majority of meetings)
- Contribute the time needed to review and understand information provided
- 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
- Have strong leadership qualities (Chair)
- Lead effective committee meetings (Chair)
- Oversee Council's internal audit function (Chair)
- Broadly be aware of and understand the relevant legislative and regulatory requirements appropriate to Maitland City Council
- Perform their duties in a manner that engenders public trust in the integrity, objectivity, and impartiality of the Committee
- Have a high level of personal integrity and ethics, as well as act honestly and in good faith
- Work collaboratively with other members of the Committee in achieving the Committee's objectives
- Pursue independent lines of enquiry when required
- Review the risks, progress, controls, finances, and performance surrounding major projects
- Understand management principles required in recognising and evaluating the materiality and significance of deviations from good business practices
- Have an appreciation of fundamental concepts in areas such as accounting, economics, commercial law, finance, governance, and information technology
- Have strong interpersonal skills, oral and written communication skills, analytical skills and the ability to apply objectivity with sound judgement
- Be independent, have no business interests in the Maitland region
- Comply with the Audit, Risk and Improvement Committee Terms of Reference



Committee Meetings

The Committee shall meet at least five times per year (quarterly plus a financial meeting in October to endorse the annual audited financial reports and external audit opinion), with the standard duration for a meeting being 3.5 hours. Preparation will involve a review and critical analysis of the reports provided in the Agenda.

Reporting Arrangements

The Committee will provide an update to the governing body and General Manager of its activities and opinions with minutes submitted after every Committee meeting.

The Committee will provide an annual assessment to the governing body and General Manager each year on the Committee's work and its opinion on how Council is performing.

The Committee will provide a comprehensive assessment every Council term.

Constraints

All Committee members are required to comply with the following:

- Maintain confidentiality in relation to all discussions and information obtained during or because of Committee meetings
- Declare a potential (or perceived) conflict of interest with any issue on the agenda at the commencement of the meeting or should any potential conflicts occur
- All conflicts of interest are to be declared and recorded in the minutes, and if necessary, the parties involved will be asked to leave the room while the matter is discussed
- Due to the nature and sensitivity of the information provided at the Committee meetings, independent members will be required to sign a Declaration of Confidentiality, and
- Sign a Disclosure of Interest stating that you have no business interests in the region, including your clientele.

Code of Conduct

- All Committee members shall always abide by Council's Code of Conduct and relevant policies.

Induction and Training

- Committee members will participate in an induction following their appointment.

Remuneration for Meetings

- Remuneration for Independent Members is a flat per meeting fee as guided by the NSW Treasury and NSW Department of Finance, Services and Innovation Prequalification Scheme.
- The standard fee paid for attendance is:
\$1,500 (ex GST) per meeting for Independent Members
- Council is obliged under the Superannuation Guarantee (Administration) Act 1992 to make compulsory superannuation guarantee contributions on behalf of the Committee members.
- Fees are inclusive of travel, preparation and all other costs associated with attending the meetings.

Note: This role is as a panel member and not as an employee of Council.



Evaluation

The evaluation of external members will be undertaken by the General Manager and the Chief Audit Executive, considering the experience of applicants and their likely ability to have appropriate analytic and strategic management skills for the position of an independent voting member.

Applicants should provide the following information as part of their expression of interest:

1. Covering letter addressing the selection criteria.
2. CV including contact details for two referees.

A shortlist of suitable applicants will be created. Shortlisted applicants will be progressed to a final interview stage.

Expression of Interest

Council invites interested persons to submit an EOI via [Council's website](#) by 2.00pm on Thursday 30 April 2026.

Enquiries

All enquiries or requests for information should be directed to Tiffany Green, Executive Manager People and Performance, tiffany.green@maitland.nsw.gov.au





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