



# **Blackall-Tambo**

## Regional Council

### **Expression of Interest -**

#### **Independent External Members of the Audit and Risk Management Committee at Blackall-Tambo Regional Council.**

Blackall-Tambo Regional Council is seeking Expressions of Interest from suitably qualified and experienced candidates to be appointed as independent external members of Council's Audit and Risk Management Committee (the Committee) for an initial period of two years.

The Committee currently comprises one Independent External Member, two Councillors and meets at least 3 times per year. This is an advisory committee to Council providing independent assurance, oversight and assistance to Council in the areas of risk, control, improvements, governance, financial reporting and performance. The Committee currently has members with skills and experience in accounting and financial management. Council is seeking to broaden to other key areas such as organisational governance, enterprise risk management, strategy development and execution, and corporate improvement.

Members chosen to serve on the Committee should exhibit an 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. A standard fee inclusive of travel, preparation and all other costs associated with attending the meetings will be paid for each meeting attended.

#### **Essential criteria**

The following criteria must be addressed indicating knowledge and experience, in accordance with the *Local Government Regulation 2012* and Council's Audit and Risk Management Committee Charter in the following areas:

1. an ability to read and understand financial statements and a capacity to understand the ethical requirements of government (including conflicts of interest)
2. functional knowledge in areas such as risk management, performance management, human resource management, internal and external auditing, financial reporting, accounting, management control frameworks, internal financial controls, asset valuation, governance (including planning reporting and oversight), or business operations
3. a capacity to form independent judgements and willingness to constructively challenge/question management practices and information
4. a professional and 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 and risk management committee
5. independence from Blackall-Tambo Regional Council.

For further information on the position please see Position Description – Audit and Risk Management Committee Member or contact Chief Financial Officer.



# **Blackall-Tambo** Regional Council

## **How to apply**

Council invites applications from interested individuals to submit an expression of interest by 4.30pm Monday 6 April by including a cover letter, resume and statement addressing essential criteria listed above.

Applications are to be submitted via post or email.

Post:

Confidential- ARMC, Blackall-Tambo Regional Council, PO Box 21, Blackall QLD 4472

Email:

[shalveend@btrc.qld.ov.au](mailto:shalveend@btrc.qld.ov.au)

**For further enquiries:** Please contact Shalveen Dayal, Chief Financial Officer on 07 46216600 or via [shalveend@btrc.qld.gov.au](mailto:shalveend@btrc.qld.gov.au)



# **Blackall-Tambo**

## **Regional Council**

### **Position Description –Internal Audit and Risk Management Committee Member (Independent External representative)**

#### **1. Position Overview**

The Independent Internal Audit and Risk Management Committee Member provides objective oversight, advice, and assurance to the Blackall Tambo Regional Council (Council) regarding governance, risk management, internal control frameworks, financial reporting, and compliance. The role supports Council in meeting its legislative obligations and strengthening accountability, transparency, and performance.

#### **2. Key Responsibilities**

##### **Governance & Oversight**

- Review the effectiveness of Council's governance, risk management, and internal control systems.
- Provide independent advice to Council on audit findings, emerging risks, and improvement opportunities.
- Monitor Council's compliance with relevant legislation, policies, and regulatory requirements.

##### **Audit & Risk**

- Review and endorse the annual internal audit plan.
- Assess the adequacy of internal audit resources, methodologies, and reporting.
- Monitor the implementation of audit recommendations and corrective actions.
- Review risk registers and risk mitigation strategies.

##### **Financial Reporting**

- Review Council's financial statements and reporting processes.
- Provide advice on the adequacy of financial management practices and controls.
- Monitor the integrity and transparency of financial reporting.

##### **External Audit Liaison**

- Review external audit reports and monitor management responses.

#### **3. Skills, Experience & Attributes**

- Demonstrated expertise in one or more of the following:
  - internal or external auditing
  - financial management
  - risk management
  - governance or public sector administration
  - asset valuation
- Strong analytical and critical-thinking skills.



# **Blackall-Tambo**

## **Regional Council**

- High level of integrity, independence, and professional judgement.
- Ability to understand local government operations and regulatory frameworks.
- Effective communication and interpersonal skills.

#### **4. Independence Requirements**

- Must not be a current employee or councillor of Blackall Tambo Regional Council.
- Must declare any actual, potential, or perceived conflicts of interest.
- Must maintain independence of thought and decision-making.

#### **5. Term of Appointment**

- 2-year appointment with extension for further 2 years at Council's discretion.
- Council nominated remuneration of an Independent Member of the Audit and Risk Management Committee is minimum \$400 per meeting (excluding GST). This rate is inclusive of time spent on preparation of the meeting and travel.

#### **6. Time Commitment**

- Attendance at scheduled Audit Committee meetings, at least three times per year.
- Additional time for reviewing papers, reports, and correspondence.

#### **7. Reporting Relationships**

- Reports to: Council (via the Audit Committee Chair).
- Works closely with: CEO, internal auditors, external auditors, and senior management.

#### **8. Obligations and Constraints**

- Must adhere to Council's Code of Conduct and confidentiality requirements.
- Must comply with the Audit and Management Committee Charter
- Must act in the public interest and uphold principles of transparency and accountability.