
Audit, Risk and Improvement Committee - appointment of Councillor Members

Responsible Officer: General Manager (Phillip Rudd)

Recommendation

1. That nominations for a primary and alternate member on the Audit, Risk and Improvement Committee be sought from Councillors (excluding the Chair).
2. Note that the Audit, Risk and Improvement Committee Charter will be updated to reflect membership and contact detail changes as required.

Background

Council's [Audit, Risk and Improvement Committee](#) ('Committee') is comprised of the following:

1. **Independent External Chair (voting member):** Four-year term – **Occupied** by Laurie Lefcourt until September 2027;
2. **Independent External Member (voting member):** Four-year term – **Occupied** by Andrew MacLeod until April 2025;
3. **Independent External Member (voting member):** Four-year term – **Occupied** by Raymond Wong until September 2027;
4. **Optional appointee: Councillor Member** (and alternate Councillor member) (**non-voting member**): Four-year term - **Vacant**.

The alternate Councillor member is appointed as a contingency for situations when the Councillor Member is unavailable.

Governance

The Committee meets five times a year (March, May, July, October and November) on Monday with meetings commencing from 10am.

The October meeting is reserved for consideration of Council's Financial Statements prior to being furnished to Council.

Committee Members can attend meetings in-person or remotely via Microsoft Teams.

A report on the key points of business and a copy of the minutes of each Committee meeting are, where possible, provided to the next Council meeting following that meeting of the Committee.

Committee members are covered by Council's Public Liability, Professional Indemnity and Voluntary Workers' Insurance (excluding medical expenses) subject to the applicable policy terms and conditions.

Finance

Council maintains a recurrent budget allocation that covers all costs associated with payment for three independent Committee members and contract internal auditors. For 2024/25 the budgeted costs associated with the Committee are:

Description	Rate	Budget allocation
Independent External Chair	\$574 per meeting (CPI increase annually)	\$2,870
Independent External Member	\$349 per meeting (CPI increase annually)	\$1,745 x 2
Travel expenses – Chair and Independent Member	Vehicle expenses: \$0.98 per km Accommodation expenses: as per ATO Tax Determination for applicable FY (currently TD 2021/6)	E\$2,688
TOTAL		\$9,048

No sitting fee is payable to the Councillor member.

Legal

Legislative changes in 2022 mandated that all local Councils must have a Committee² and enabled shared Committee arrangements. Rous's current Committee (excluding the councillor member) also services the Northern Rivers Joint Organisation.

Rous has had a Committee in place since 2014. The Committee has historically included a voting councillor member. As a result of legislative changes commencing on 1 July 2024, Council has the option to appoint a councillor member, however they must be a non-voting member. Council's Chairperson is ineligible to be appointed.

Consultation

Not applicable.

Conclusion

The position of Councillor member and alternate Councillor member on Council's Committee are vacant, and nominations are sought to fill these positions.

A vote will be taken in the event of more than one nomination being received for each position.

Nominations are to be made by Councillors by completing the nomination form provided at [Attachment 1](#).

Attachment

1. Nomination forms (*copies also available at the meeting*)

¹ Refer to the Office of Local Government's website for further information :
<https://www.olg.nsw.gov.au/councils/governance/risk-management-audit-and-internal-controls/risk-management-and-internal-audit-framework-for-local-councils-in-nsw/>

² [Section 428A](#) Local Government Act 1993 (NSW).



NOMINATION FORM
Audit, Risk and Improvement
Committee
Councillor Member (primary)

We nominate:

.....
(Councillor name)

for the position of **councillor member (primary)** of the Audit, Risk and Improvement Committee.

.....
(Councillor/signature)

.....
(Councillor/signature)

Date:

I consent to the nomination.

.....
(Councillor/signature)

Date:



ROUS
COUNTY COUNCIL

NOMINATION FORM
Audit, Risk and Improvement
Committee
Councillor Member (alternate)

We nominate:

.....
(Councillor name)

for the position of **councillor member (alternate)** of the Audit, Risk and Improvement Committee.

.....
(Councillor/signature)

.....
(Councillor/signature)

Date:

I consent to the nomination.

.....
(Councillor/signature)

Date: