

REVENUE AND REVIEW TASKFORCE

EXPRESSION OF INTEREST

OCTOBER 2024

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REVENUE AND REVIEW TASKFORCE INDEPENDENT MEMBER

Overview

Kempsey Shire Council is located on the Mid North Coast of New South Wales and is known for its genuine hospitality, pristine beaches, subtropical rainforests, mountain ranges, rock river gorges, sprawling farmland and peaceful villages. We are a dynamic and progressive local government authority, with responsibility for \$1.5 billion worth of assets and employing around 400 dedicated employees.

The Revenue and Review Taskforce was established in October 2024 to act in an advisory capacity to the Council and Executive Leadership Team (ELT) regarding opportunities to generate increased revenue, identify business efficiency improvements and consider service levels.

Through this Expression of Interest (EOI) process, Council is seeking to appoint one (1) suitable external representative with appropriate skills and experience for the role of independent external member of the Revenue and Review Taskforce.

Revenue and Review Taskforce Objectives

The purpose of the Revenue and Review Taskforce is to act in an advisory capacity to the Council and Executive Leadership Team (ELT) with respect to the following matters:

- To identify ways that the Council can effectively generate increased revenue to support and meet the future expenditure requirements of the Shire;
- To identify and consider significant business efficiency improvements that the Council may need to implement; and
- To review draft proposals for service reductions and cuts, providing feedback on these proposals to the ELT.

To enable the Council to effectively deliver its financial responsibilities to the community, a significant increase in income and a reduction in expenditure is required to:

- Close the deficit gap that is currently forecast in the General fund due to having the Special Rate Variation only partly approved.
- To minimise any future rate increases to the community.

The Revenue and Review Taskforce has an advisory role only and does not act on behalf of the Council and does not make decisions which are binding on the Council.

Term of Revenue and Review Taskforce

The Revenue and Review Taskforce will be operational for a period of 12 months from the date of its establishment by the Council. It will report back to the Council as required on any identified feasible revenue generation opportunities and the outcomes of review projects and proposed plans of action to implement identified initiatives. Council may choose to extend the term of the Taskforce via a Council meeting resolution.



Revenue and Review Taskforce Membership

The membership of the Revenue and Review Taskforce will be appointed by Council and includes:

- Mayor
- Two (2) Councillors
- A suitably qualified independent external member
- All members of the Council's Executive Leadership Team
- Group Manager Corporate Performance

The Chairing of the Revenue and Review Taskforce is jointly held by the General Manager and the Mayor.

Any Councillor member may resign from the Taskforce by writing to the Mayor. In addition, the Revenue and Review Taskforce will be supported by a relevant Council staff member. The role of the Council staff is to perform the function of Taskforce support and administration. For example, to book the meeting venue, agenda preparation, report preparation, to document the meeting outcomes, maintain the Taskforce register of members, and to meet Council's record keeping requirements. The Council support officer is not a Taskforce member and is not entitled to vote.

Appointment of Revenue and Review Taskforce members

Appointment of members will be for a term of up to one (1) year, or as otherwise determined by resolution of Council.

Selection Criteria

The independent external member of the Revenue and Review Taskforce will have a broad range of personal qualities, skills and experience relevant to the operations of Kempsey Shire Council.

The following criteria will be considered in relation to skills and experience when assessing applications:

- Relevant professional qualifications
- Relevant professional knowledge and expertise
- Understanding of / experience in local government
- Commercial acumen and / or business experience
- Current / prior experience on similar committees in the local government sector

Role and Responsibilities

The role and responsibilities of the Taskforce are in accordance with the Revenue and Review Taskforce Terms of Reference (adopted by Council 15 October 2024), which may be revised or expanded by Council from time to time.



Taskforce Meetings

The Revenue and Review Taskforce will meet at least monthly or on a more frequent frequency as determined by the Chair. At the commencement of each Revenue and Review Taskforce meeting, members shall be asked for declarations of interest. Declarations will form part of the meeting minutes.

The standard duration for a meeting will be one hour. Meetings will be predominantly in person but attendance via video conference will be permitted.

The need for any additional meetings will be directed by the Chairs, although the other Taskforce members may make requests to the Chairs for additional meetings.

Constraints

All Taskforce members are required to comply with the following:

- Maintain confidentiality in relation to all discussions and information obtained during or as a result of Taskforce meetings
- Declare a direct 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.

Code of Conduct

All Revenue and Review Taskforce members must comply with the Council's Code of Conduct as standards for behaviour. Revenue and Review Taskforce members will notify the Mayor or the General Manager in the Co-Chair roles upon identifying any real or perceived conflicts of interest.

Remuneration for meetings

This is a voluntary position only and no payments will be made to the external Revenue and Review Taskforce member.

Expression of Interest Submission

Council invites interested persons to submit an Expression of Interest to Council via the on-line application process on our website at: [Kempsey Shire Council – Careers \(nsw.gov.au\)](https://www.kempsey.nsw.gov.au/careers)

Enquiries

All enquiries or requests for information should be directed to Stephen Mitchell, Director Corporate & Commercial on 0403 663 600 or stephen.mitchell@kempsey.nsw.gov.au

