

EXPRESSION OF INTEREST – COUNCIL MEMBER AND FINANCE, AUDIT AND RISK MANAGEMENT COMMITTEE CHAIR

The Australian, Film Television and Radio School (AFTRS) is seeking expressions of interest from suitably qualified individuals for a combined position of Council Member and Finance, Audit and Risk Management (FARM) Committee Chair. These positions are classified as part-time.

About AFTRS

AFTRS is the national institution for education, training and research for the screen and audio industries, delivering world-leading creative education across the nation so Australian talent and culture can thrive at home and around the world. Working hand-in-hand with the screen and audio industries, AFTRS is a global centre of excellence that provides Australians with the highest level of screen and audio education, training and research.

About Council

Established under the *Australian Film, Television and Radio School Act 1973* (AFTRS Act), the School is governed by a [Council](#) accountable to the Federal Parliament currently through the Minister for the Arts, The Hon Tony Burke MP, and is administered through the Department of Infrastructure, Transport, Regional Development, Communications and the Arts. Council is responsible for the strategic direction, organisational development, succession planning and resource allocation, including budget control and risk, of the School.

There are nine (9) members of the Council, specified under the AFTRS Act:

- three (3) members appointed by the Governor-General, including the Council Chair;
- three (3) members appointed from Convocation by the Council;
- the Director of the School (1), being the Chief Executive Officer, ex-officio;
- a staff member (1), elected by staff each year; and
- a student member (1), elected by students each year.

Council is seeking expressions of interest for an individual to fill an upcoming vacant **Convocation** member of Council position. This position is classified as part-time.

Council members are responsible for:

- attending and actively participating in Council meetings;
- staying informed about board matters, preparing themselves well for meetings, reviewing and commenting on meeting papers and minutes;
- serving on Council sub-committees, where required;
- building a collegial working relationship with other Council members, contributing to a consensual approach to decision-making;
- communicating and promoting AFTRS purpose, vision and values to the sector and wider community;



- duties of accountable authorities under the *Public Governance, Performance and Accountability Act 2013* (PGPA Act).
- familiarising themselves with the organisation's resources and finances; and
- obtaining an understanding of AFTRS policies and procedures.

Further information about the roles of Council and matters requiring Council authority can be found in the [Council Terms of Reference](#).

About FARM Committee

Reporting to the Council, the FARM Committee provides advice and assistance to the Council, including reviewing the appropriateness of the School's financial reporting, performance reporting, system of risk oversight and system of internal control. It provides a forum for communication between the Council, senior management and internal and external auditors, and considers other related matters as referred to it by Council.

The composition of the FARM Committee may consist of up to five (5) independent members but no less than three (3) members. Currently, there are three (3) members on the Committee, including the Chair.

Council is seeking expressions of interest from experienced and qualified individuals who can also demonstrate competency in discharging the role of chairing an audit committee. The FARM Committee Chair position is classified as part-time.

The Chair is responsible for:

- attending agenda preparation meetings with the CFO and Head of Governance;
- confirming the agenda, meeting preparation, chairing meetings and reviewing draft minutes;
- representing the FARM Committee at Council meetings and preparing submission papers to Council on related matters, where required;
- ensuring compliance with the FARM Committee Charter and Internal Audit Charter;
- liaising with the CEO and CFO regularly on matters relating to the School's financial affairs and risk management; and
- other duties in relation to financial and risk management oversight as requested by the Council Chair.

Further information about the functions, duties and responsibilities of the FARM Committee can be found in the [Finance, Audit and Risk Management \(FARM\) Committee Charter](#).

Selection Criteria

All independent members of Council, and the Chair of FARM Committee, collectively, will have a broad range of personal qualities, skills and experience relevant to the operations of AFTRS.

The successful appointee to the combined position should exhibit exceptional communication and negotiation skills, independence of mind in their deliberations and be astute to avoid conflicts of interest.



The following criteria will be considered in relation to skills and experience in the **Council member** component:

1. Professional qualifications and/or knowledge and expertise in board governance, company director, executive management or senior public service roles.
2. Experience and/or sound knowledge of executive board or committee membership.
3. Experience and/or sound knowledge in the relation to the film, television or radio industries.
4. Experience and/or sound knowledge of cultural capability and leadership, to drive culture and behaviour.
5. Demonstrate an understanding of knowledge/experience of Commonwealth Government agencies, including corporate governance and how the *Public Governance, Performance and Accountability Act 2013* (PGPA Act) supports this function.

Additional experience in the areas of organisational leadership, political campaigning, philanthropy, business development, financial strategies, audit services or risk management would be preferable.

The following criteria will be considered in relation to skills and experience in the **FARM Committee Chair** component:

6. Professional qualifications and/or knowledge and expertise in accounting, financial reporting and public financial statements preparation.
7. Experience and/or sound knowledge of risk management, auditing, compliance, IT and project management.
8. Demonstrate an understanding of the role of an audit committee, including both internal and external audit and their importance.
9. Demonstrate current/prior experience in a similar role and/or committee.

Commitments, Remuneration and Allowances

Council holds five (5) ordinary meetings and FARM Committee holds four (4) ordinary meetings per calendar year, both of which include a mix of in-person and online meetings. AFTRS building is located in Moore Park, Sydney, NSW. Additional travel allowances may be afforded to the successful appointee should they ordinarily reside outside of Sydney.

Separate remuneration provisions exist for appointment as a Council member and FARM Committee Chair, and the successful appointee may be eligible for both provisions. All remuneration is in accordance with the determinations made for part-time office holders by the Remuneration Tribunal. Currently, the annual fees are:

- \$28,160 for a Council member; and
- \$17,450 for the FARM Committee Chair

If you are currently employed on a full-time basis by the Commonwealth (e.g. an Australian Public Service employee or a public office holder), the *Remuneration Tribunal Act 1973* specifies that you may not receive additional remuneration as part-time public office holder.



AFTRS

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and Radio School

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AFTRS is committed to building a richly diverse Council. AFTRS actively supports and appreciates workplace diversity, First Nations values, and we strongly encourage and welcome applicants from Aboriginal and Torres Strait Islander people, people from a wide range of backgrounds and people with a disability. We are committed to providing reasonable adjustments through our recruitment and selection process. If you require any support or reasonable adjustments during the recruitment process, please email jobs@aftrs.edu.au or call 02 9805 6610.

Please note that the successful applicant will be required to complete and sign a fit and proper person requirements declaration and complete a National Police Check.

How to Apply

To express your interest in the above combined position, please submit the following to jobs@aftrs.edu.au by 6 March 2024:

1. A cover letter detailing your interest in the position.
2. A Curriculum Vitae (CV) detailing your related knowledge or experience.
3. Contact details for two referees.

Enquiries

All enquiries or requests for further information should be referred to Director, People & Culture, Sharon Zeeman - sharon.zeeman@aftrs.edu.au.