

7 October 2025

Invitation to Tender – Financial Audit Services

CUC Norfolk Island Ltd (CUCNI) would like to invite Australian certified auditors to provide a proposal to tender for our Financial Audit Services for a 3-year period, commencing from the 2025-2026 financial year.

By way of introduction, CUCNI is a small not-for-profit company limited by guarantee with an annual turnover of approximately \$300k-\$350k. CUCNI is funded by the Australian Government Department of Employment and Workplace Relations to deliver the Regional University Study Hub (RUSH) program on Norfolk Island

CUCNI's remit is to operate a RUSH on Norfolk Island to provide regional and remote students the support they need to complete their study from Australian tertiary institutions. The CUCNI includes study spaces, break out areas, computer facilities, high-speed internet access as well as administrative, academic and student support services such as developing writing and research skills, study advice and help accessing student services.

The organisation structure is comprised of a Board of Directors and a Centre Manager.

Based on the above information, we invite you to submit a proposal to tender for our annual financial audit to include the following:

- Annual finance audit, in accordance with legislative requirements – fees, inclusions and process
- Access by Centre Manager and Public Officer for funding contract advice – fees and inclusions

If you have any questions, please contact either CUCNI Public Officer, Dianne Wall (operations@rdamnc.org.au) or CUCNI Centre Manager, Sally Thompson (sally.thompson@cucnorfolkisland.edu.au).

Proposals should be submitted to CUCNI's Public Officer, Dianne Wall, no later than 5.00pm Friday 14 November 2025.

We look forward to receiving your proposal.

Yours sincerely

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CUC Norfolk Island

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