

EXPRESSION OF  
INTEREST  
AUDIT & RISK  
COMMITTEE  
INDEPENDENT  
MEMBER

## Background

The Golden Plains Shire (Council) has established an Audit & Risk Committee (the Committee) consistent with Section 53 of the Local Government Act 2020 (the Act).

The committee supports Council in discharging its oversight responsibilities related to financial and performance reporting, risk management, fraud prevention, internal controls, and assurance activities including internal and external audit and compliance with its policies and legal obligations.

It performs its role by monitoring, reviewing, endorsing and advising Council on matters set out in its charter, which is provided as an attachment.

The appointment of a majority of independent members to the committee enables the committee to provide advice to Council on matters related to its responsibilities based on broader skills and experience than might otherwise be the case and in so doing bring additional benefits to Council.

One of the 3 independent member positions on the committee has become vacant. As a result, expressions of interest are invited from suitably qualified and experienced persons to fill this position.

## Golden Plains Shire Council

Golden Plains Shire Council was established on 6 May 1994, incorporating the former Shires of Bannockburn and Leigh and parts of the former Shires of Grenville and Buninyong.

Situated between Victoria's two largest regional cities, Geelong and Ballarat, Golden Plains Shire is a large municipality of 2,705 square kilometres, with a socio-economically diverse population of approximately 25,000 people living in 56 vibrant rural communities, reflecting a population growth of approximately 2.4% per annum. The Council plans and delivers services to its local community in health, planning and building control, business and economic development, waste and environmental management, and human and community services.

The council is made up of two parts: the elected representatives (councillors) and organisation (council staff). The councillors set the overall direction for the municipality through long-term planning and decision making. It adopts a strategic view of the future it wishes to achieve for its community and makes plans and policies to achieve this.

Council manages significant finances on behalf of the community. It must responsibly manage these finances in order to provide the services and facilities that are needed.

### **Audit & Risk Committee**

The committee consists of 5 members including 3 independent members who are not councillors and 2 councillors.

The Chief Executive Officer, and council's Internal Auditor (appointed by contract) attend all meetings by invitation of the committee which are held 4 times a year at a minimum. VAGO's external audit representative attends meetings to present the audit plan and the statutory audits of the financial statements and performance statement. Other members of staff also attend meetings to assist the committee to discharge its responsibilities.

The committee supports Council in discharging its oversight responsibilities related to financial and performance reporting, risk management, fraud prevention, internal controls, and assurance activities including internal and external audit and compliance with its policies and legal obligations.

The committee is directly responsible to Council for discharging its responsibilities as set out in the charter.

It is also the committee's role to report to Council and provide appropriate advice and recommendations on matters relevant to its charter, in order to facilitate decision-making by Council. On occasion the committee may refer matters to Council for decision.

The committee does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any delegated financial responsibility.

The committee does not have any management functions and is therefore independent of management.

### **Independent Member Role**

#### **Functions and Responsibilities**

In accordance with section 54(2) of the Act, the functions and responsibilities of the Committee include:

- Monitor the compliance of Council policies and procedures with the overarching
- governance principles and the Local Government Act 2020 and the regulations and
- any ministerial directions(Section 54(2a))
- Monitor internal controls
- Monitor compliance with relevant laws and regulations
- Monitor Council financial and performance reporting (Section 54(2b))
- Monitor and provide advice on risk management and fraud prevention systems and
- controls. (Section 54(2c))
- Oversee internal audit function (Section 54(2d))
- Oversee external audit function (Section 54(2d))
- Related-party transactions

The Committee is not responsible for the executive management of these functions but rather engages with management in a constructive and professional manner in discharging its responsibilities and formulating its advice to the Council.

The Council cannot abrogate or delegate its responsibilities to the Committee. The Committee can advise the Council on how best to fulfil its responsibilities and facilitate decision making by providing a forum for improving communication between the Council members and management, finance, risk and compliance officers, internal auditors and external auditors.

### **Eligibility**

To be considered for the role the following mandatory requirements must be met:

- The applicant must not be a member of Golden Plains Shire staff
- The applicant must not be an elected member of the Golden Plains Shire
- The applicant must not have any convictions for any indictable offences
- The applicant must not have any convictions for fraud
- The applicant must not have been disqualified from acting as a director of a company or from managing a company
- The applicant must not be facing court proceedings for any criminal proceedings, including Bankruptcy

### **Selection Criteria**

The independent members of the committee must collectively have expertise in financial management and risk and experience in public sector management. The selection of the successful applicant will aim for this collective outcome through consideration of the following selection criteria:

- a relevant degree qualification
- expertise in financial management
- expertise in risk management and fraud prevention
- experience in public sector management
- experience related to internal and external audit functions
- strong interpersonal and communication skills

### **Term of Appointment**

Council is offering an initial term of appointment of 3 years. An independent member may be appointed for up to 2 consecutive terms.

### Meetings

The Audit and Risk Committee meets 4 times per year at a minimum. Additional meetings may be scheduled as required. Currently, the Audit and Risk Committee meet on the second Tuesday in February, May, August and October.

Generally, meetings run for 1 to 3 hours on a weekday and commence at 9.00am.

### Remuneration

Independent Audit and Risk Committee members will receive a set fee for each meeting attended, in accordance with the Audit and Risk Committee Charter.

The fee is currently \$586.50 per meeting.

### Expression of interest process

#### Requirements

Applicants should provide the following information as part of their expression of interest:

- a cover letter;
- a submission addressing the eligibility requirements and selection criteria;
- resume; and
- two professional referees with their contact details.

Please note that while applicants are not required to provide evidence of qualifications with the application, they may be requested by Council to do so to be successfully appointed. Expressions of interest must be received by the closing time, as late applications will not be accepted.

### Submission

<b>Electronic</b>	<b>Details</b>
<b>Email Address</b>	<a href="mailto:governanceadministration@GPLAINS.vic.gov.au">governanceadministration@GPLAINS.vic.gov.au</a>
<b>Information to be in the title of the email</b>	Confidential email with the title: "Confidential Application – Independent Member Audit & Risk Committee"
<b>Hardcopy</b>	<b>Details</b>
<b>Postal Address</b>	Governance Department Golden Plains Shire Council PO Box 111 Bannockburn VIC 3331
<b>Envelope and marking</b>	Sealed envelope marked: "Confidential Application – Independent Member Audit & Risk Committee"

### Closing Time

Applications must be received by 5pm, Friday 21 June

### Timeline

This timeline provides applicants with an indicative timing for the consideration of expressions of interest. As the schedule is indicative only, it may be changed by Council at any time.

Date	EOI Activity
<b>7 June</b>	EOI opens
<b>21 June</b>	EOI closes – all submissions to be received by 5pm
<b>24-26 June</b>	EOIs reviewed, short-listed and short-listed applicants invited for interviews
<b>27 June-3 July</b>	Interviews conducted
<b>23 July</b>	Council resolution to appoint a new independent member
<b>24 July</b>	Successful applicant notified & terms agreed and executed. Unsuccessful applicants notified
<b>August</b>	Successful candidate - induction to Council and Audit and Risk Committee
<b>13 August</b>	Attendance at first Audit and Risk Committee Meeting

### Evaluation

Following submission of your Expression of Interest, applications will be reviewed by the Chief Executive Officer.

Applications will be shortlisted, and suitable applicants will be invited to attend an interview, which may be conducted by video call arrangements.

### Ineligible and unsuccessful applicants

Ineligible and unsuccessful applicants will be formally notified.  
Council may, in its absolute discretion:

- disqualify or reject any application that is incomplete or otherwise deemed to be ineligible or unacceptable
- disqualify any candidate found canvassing councillors
- disregard any content in an application that is illegible. Council is under no obligation whatsoever to seek clarification from an applicant
- extend or vary the closing time for applications, by providing notice on its website

### Withdrawal of an expression of interest

An applicant may withdraw a previously submitted expression of interest, by notifying Council in writing. Council will cease to consider the expression of interest upon receipt of the written notification.

### Privacy

All expressions of interest will be treated as confidential by Council. Council will not disclose the information contained in the application, except as required by law.

### Contact Person

Questions or inquiries relating to the application process may only be directed to the following contact person:

Item	Detail
<b>Name</b>	Lauren Richardson
<b>Position Title</b>	Governance and Risk Specialist
<b>Email</b>	<a href="mailto:governanceadministration@GPLAINS.vic.gov.au">governanceadministration@GPLAINS.vic.gov.au</a>