

EXPRESSION OF INTEREST

# **Audit and Risk Committee Independent Member**

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April 2021

## Introduction

Alpine Shire Council (Council) has established an Audit and Risk Committee (Committee) as part of its good governance and accountability obligations to the community. It is established under section 53(1) of the *Local Government Act 2020* (the Act).

The Committee comprises a minimum of five members: two councillors and at least three independent members appointed by Council for a three-year term.

Council is now seeking to fill one independent member position on its Audit and Risk Committee. This position will require qualifications and experience in accounting, finance, or business and CA or CPA is preferable.

The successful independent member will be appointed by Council at its meeting in July 2021 to commence at the next Committee meeting to be held on Friday 30 July 2021.

## About Alpine Shire

The Alpine Shire is a vibrant municipality located approximately 300 kilometres north east of Melbourne, and 70 kilometres south of Albury / Wodonga.

The Alpine Shire covers an area of 4,839 square kilometres, located in two major river valleys - the Ovens River and Kiewa River valleys and has three major towns - Bright, Myrtleford and Mount Beauty. Approximately 92% of the Shire is public land, including the Mount Buffalo National Park, large tracts of the Alpine National Park and many smaller state forests and crown land. Council's capacity to generate revenue is limited by only 8% of its land area being 'rateable land'. Grants and fee for service activity are important supplements to the Council operating budget, to ensure it can provide residents and visitors a high level of amenity.

## Audit and Risk Committee purpose

The primary purpose of the Committee is to assist Council in the effective discharge of its responsibilities under the *Local Government Act 2020* by providing oversight, advice and guidance on Council's frameworks, systems and controls relating to:

- legislative and good governance compliance
- financial and performance reporting
- risk management
- internal and external audit

## Meetings

The Committee meets at least quarterly each year including a special meeting to consider the draft annual financial and performance statements and the results of the external audit.

The frequency and timing of meetings is developed and agreed to by the Committee each year to ensure that the Committee can properly discharge its responsibilities pursuant to this Charter.

Audit and Risk Committee members are expected to attend each meeting in person at the Council Office in Bright however Council understands personal circumstances are unique and the need for flexibility and is prepared to tailor meeting arrangements for its Committee members.

Meetings for that balance of 2021 are currently scheduled on the last Friday of July and November from 9.00am to 11.00am with an additional meeting scheduled for September to consider the external audit of the financial and performance reports.

## Remuneration

Independent members are remunerated by way of a meeting attendance fee, paid for each meeting they attend. The remuneration is set by resolution of the Council. Remuneration is currently set at \$320 for members and \$415 for the Chair and is adjusted annually on July 1 each year and limited to increases in the Consumer Price Index (CPI All Groups Melbourne) June quarter to June quarter of the preceding year.

## Key selection criteria

Respondents will be assessed on the following key selection criteria:

1. Qualification/s in accounting, finance, or business - CA or CPA preferable.
2. Experience in public sector management, preferably local government, or the "not for profit" sector.
3. Capacity to provide specialist knowledge in accounting, financial management and audit.
4. Previous experience on a committee or board - desirable but not essential.

## Information to be provided

Respondents should provide the following information as part of their Expression of Interest:

1. Curriculum Vitae
2. A 1–2-page summary detailing how the respondent addresses the key selection criteria as detailed above
3. Contact details of at least two referees.

Please note that whilst respondents are not required to provide evidence of qualifications with the application, they will need to be provided to Council prior to appointment.

## Evaluation

The evaluation of potential independent members is undertaken by the Mayor, the Chief Executive Officer and the Director Commercial or their delegates as approved by the Chief Executive Officer.

All appointments are made by the Council.

## Timetable

The following approximate dates are a guide only for the recruitment and appointment process to the Committee. These times are indicative only and subject to revision by Council.

Closing date for EOIs	Friday 21 May 2021
Review of respondents EOI	Week commencing 24 May 2021
Interviews	early to mid June 2021
Recommendation to Council	Council Meeting Tuesday 6 July 2021
First Committee meeting	Friday 30 July 2021

## Enquiries

Any queries regarding the Expression of Interest or information required should be directed to:

Ruth Kneebone, Director Commercial – available Tuesday to Friday

Mobile: 0402 104 188

Email: [ruthk@alpineshire.vic.gov.au](mailto:ruthk@alpineshire.vic.gov.au)

## Registration of Expression of Interest

Expressions of Interest must be submitted at [www.alpineshire.vic.gov.au/employment](http://www.alpineshire.vic.gov.au/employment) by **Friday 21 May 2021**.

Submissions received after this time may not be considered.

It is the complete responsibility of respondents to ensure that submissions are received before the time and date set out above. All information provided by the respondents during, and following, the submission of their expression of interest will be treated as confidential.