

EOI INFORMATION PACK

Audit and Risk Committee Independent Member

September 2026

Edited 22/07/2026

Alpine Shire Council's Values - ICARE

Innovation | Collaboration | Accountability | Respect | Empowerment

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community.

Child Safety Commitment at Alpine Shire Council

Alpine Shire Council is committed to being a child safe organisation. Every child and young person has the right to feel safe. All our employees have a shared responsibility to protect children and young people from harm and abuse. Alpine Shire Council has established policies, procedures and training to achieve these commitments.

Diversity & Inclusivity at Alpine Shire Council

Alpine Shire Council is an Equal Opportunity employer. We value people of all abilities, people from culturally and/or linguistically diverse backgrounds and First Nations peoples. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

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 an initial three-year term with options for extended terms.

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

The successful independent member will be appointed by Council.

About Alpine Shire

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

The Alpine Shire covers approximately 4,800 square kilometres, incorporating the Kiewa and Ovens Valleys, and Dinner Plain. Approximately 92% of Alpine Shire is public land, including the Mount Buffalo and Alpine National Parks, and extensive State Forests. The remaining 8%, or approximately 400 square kilometres, comprises the farmland and urban areas, mainly concentrated along the Kiewa and Ovens rivers and their tributaries. Alpine Shire has a resident population of approximately 13,200 people, with the majority living in the main population centres of Myrtleford, Bright-Porepunkah, and Mount Beauty-Tawonga South.

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 and
- internal and external audit.

Meetings

The Committee meets at least quarterly each year including a special meeting held in September each year 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 the balance of 2026 are currently scheduled on Friday mornings from 9.00am to 11.00am on 18 September and 20 November with a meeting on Thursday 24 September to discuss 2025/26 financial and performance statements.

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 for 2026/27 is currently set at \$680.00 for members and \$815.00 for the Chair. Remuneration is adjusted annually on July 1 each year and limited to the equivalent Essential Services Rate Cap for the financial year and rounded up to the nearest five-dollar increment.

Key selection criteria

Respondents will be assessed on the following key selection criteria:

1. Qualification/s in risk management, business, finance or related field.
2. Experience in public sector management, preferably local government, or the “not for profit” sector.
3. Capacity to provide specialist knowledge in risk management, audit, financial management and compliance.
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 Corporate and Community 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	25 October 2026
Review of respondents EOI	26 – 30 October 2026
Interviews	2 – 6 November 2026
Recommendation to Council	9 – 20 November 2026
First Committee meeting	Friday 19 February 2027

Enquiries

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

Nathalie Cooke

Position: Director Corporate & Community

Mobile: 0402 104 188

Email: nathaliec@alpineshire.vic.gov.au

Registration of Expression of Interest

Expressions of Interest must be submitted at [Current Vacancies | Alpine Shire Council](#) by **Sunday 11:59pm 25-October 2026**.

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.