

Independent Audit & Risk Committee Member Applicant Information

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Introduction

Local Government is a distinct and essential tier of government consisting of democratically elected councillors having functions and powers that the Parliament considers are necessary to provide good governance in its municipal district for the benefit and wellbeing of the municipal community.

The legislative framework for the functions, activities and accountabilities for Local Government in Victoria is set out in the *Local Government Act 2020* (the LG Act).

An independent Audit and Risk Committee is a fundamental component of a good corporate governance structure. In the context of local government, the Audit and Risk Committee is an advisory committee with the primary purpose of providing oversight and advice to the Warrnambool Council in fulfilling its responsibilities for the financial performance and reporting process; the system of internal control, fraud prevention controls; internal/external audit processes; and Council's process for monitoring compliance with legislation, regulations, and its own adopted codes and policies.

Independent members are required to demonstrate senior business, risk management or financial management/reporting knowledge and experience and be conversant with financial and other reporting requirements. A fee is payable to independent members for their attendance at meetings.

Background

The Audit & Risk Committee's objectives are to provide guidance to Council for the effective conduct of its responsibilities for internal and external financial reporting, management of risk and the protection of Council assets, internal and external audit function, and providing effective communications between Council and the Internal and External Auditors. The Audit & Risk Committee operates within the parameters of the Audit & Risk Committee Charter (<https://www.warrnambool.vic.gov.au/audit-and-risk-committee>), and guidelines defined by Local Government Victoria.

The Audit & Risk Committee is formally appointed by Council and consists of a minimum of five members, consisting of two Councillors and three independent members. The Councillor members are appointed annually by a resolution of Council, and the independent members are appointed for a term of up to four years. The Chairperson must be an independent member.

The Chief Executive Officer and Councils Internal Auditor (appointed by contract) attend all meetings by invitation of the Committee which are held on a quarterly basis. VAGO's external audit representative attends meetings to present the audit plan and the statutory audits of the Financial, and Performance Statements.

The Audit & Risk 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 Audit & Risk Committee does not have any management functions and is therefore independent of Management.

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 Application Process Application

Requirements

Applicants should provide the following information as part of their application:

- A completed EOI Form;
- 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 if successfully appointed.

Applications must be received by the closing time, as late applications will not be accepted.

Submission of Applications

Hardcopy Applications	
Postal Address	PO Box 198 Warrnambool VIC 3280
Application should be submitted in a sealed envelope and marked as indicated	Applications must be marked with “Confidential Application – Independent Member Audit and Risk Committee”.
Softcopy Application	
Email Address	jbrockway@warrnambool.vic.gov.au
Information to be in the title of the email	Email applications should be marked as “Confidential Application – Independent Member Audit and Risk Committee”.

Closing Time

5 pm Friday, 01 October 2022

Key Information

Selection Criteria

Applicants should be able to demonstrate senior business, risk, governance or financial management knowledge and experience.

Candidates should be knowledgeable about the duties and responsibilities of the position as outlined in the Charter; especially in relation to Government operations, financial reporting and auditing requirements, risk management, and corporate governance in addition aware of the complexity of Council service delivery and infrastructure challenges would be desirable. Candidates should also have the requisite industry, business, financial and leadership skills, possess strong interpersonal skills and well-developed communication skills.

The key selection criteria for appointment will include the:

- Level and breadth of senior business, management, finance and accounting and/or audit experience and qualifications;
- Knowledge and experience in Local Government, financial reporting and auditing requirements, risk management and corporate governance; and previous Audit & Risk Committee experience;
- Commitment to high levels of personal integrity and ethics; and
- Complement the skills of the other independent members.

Ineligibility

The Local Government Act 2020, states that an Audit and Risk Committee not include any person who is a member of Council staff.

Term of Appointment

Council is offering an appointment of up to 4 years. The Committees Charter which details the full responsibilities of the Committee is available on Council's website.

Meetings

The Audit and Risk Committee meets at least quarterly with additional meetings scheduled as required.

Remuneration

Remuneration for independent members is set by the Council and will be discussed with the preferred applicant.

Timeline

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

Saturday 11 September 2021	Application period opens
Friday 01 October 2021	Application period closes at 5 pm
Monday 04 October 2021	Applications reviewed and short listed and candidates invited for interviews
05 – 11 October 2021	Interviews conducted with short listed candidates
Monday 1 November 2021	Council resolves to appoint the preferred candidate/s.
Tuesday 2 November 2021	Successful applicant notified & terms of appointment are agreed, executed and returned to Council.
Friday 4 November 2021	Unsuccessful applicants notified in writing.
November 2021	Successful candidate is inducted
Tuesday 16 November 2021	Attends the November Audit and Risk Committee meeting

Evaluation of Applications

Evaluation Process

A panel including the Independent Audit and Risk Committee members and a senior Council officer will evaluate the applications in accordance with Council's Audit and Risk Committee Charter.

Applications will be shortlisted, and suitable applicants will be invited to attend an interview.

Unsuccessful & Disqualified Applications

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.

Communication Protocols

Contact Person

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

Name	John Brockway
Position title	Manager Financial Services
Phone	03 55594971
Email	jbrockway@warrnambool.vic.gov.au

Withdrawal of Applications

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

Privacy

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

No Legally Binding Contract

Being shortlisted does not give rise to a contract (express or implied) between the preferred Applicant and Council. No legal relationship will exist between the Council and a preferred applicant until both parties execute a formal agreement.