



# Information Package

In relation to the prospective appointment of an

## Independent Audit and Risk Committee Member

Three year tenure commencing April 2025



CORANGAMITE  
SHIRE

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Relevant documents available from Council's website at [www.corangamite.vic.gov.au](http://www.corangamite.vic.gov.au)

- Audit and Risk Committee Charter
- 2021-2025 Council Plan
- 2022-2033 Asset Plan
- 2021-2031 Financial Plan
- 2023-2024 Annual Report
- 2024-2025 Annual Budget

# Introduction

Council is seeking to appoint an independent (external) member to its Audit and Risk Committee for a three year period. The Audit and Risk Committee comprises three independent members and two Councillors, all of whom have full voting rights.

The prospective independent member will (ideally) have broad senior business, audit and/or financial reporting/management knowledge and experience. The applicant must also be able to demonstrate a well developed ability to apply appropriate analytical and strategic management skills. Formal qualifications and previous Audit and Risk Committee or board experience will be well regarded.

# Background

Corangamite Shire Council's Audit and Risk Committee is an independent Advisory Committee to Council. The primary objective of the Committee is to assist Council in the effective conduct of its responsibilities in financial reporting, internal control, risk management, business continuity, internal audit, external audit, organisation compliance and fraud.

The Audit and Risk Committee is established to assist the coordination of relevant activities of the internal audit function and the external auditor to facilitate achieving overall organisational objectives in an efficient and effective manner.

As part of Council's governance obligations to its community, Council has constituted the Audit and Risk Committee to facilitate:

- The enhancement of the credibility and objectivity of internal and external financial reporting;
- Effective management of financial and other risks and the protection of Council assets;
- Compliance with laws and regulations as well as use of best practice guidelines;
- The effectiveness of the internal audit function;
- The provision of an effective means of communication between the external auditor, internal audit, management and the Council.

The Chief Executive Officer, Director Corporate and Community Services, Manager Finance and other Council officers (as required) attend meetings of the Committee and provide appropriate administrative support.

# Anticipated Time Commitment

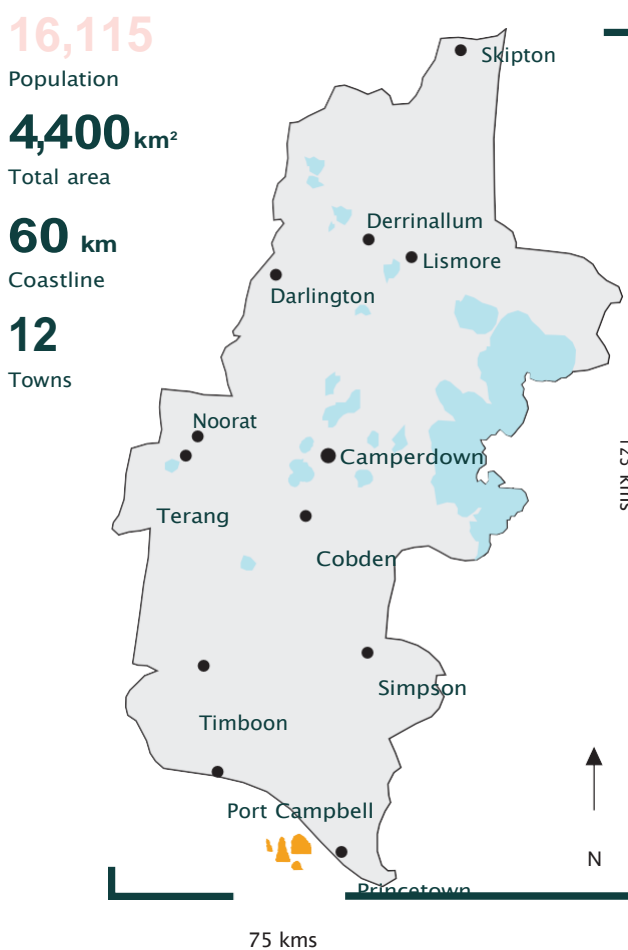
The Audit and Risk Committee normally meets four times per annum and holds quarterly meetings (March, June, September and December).

It is anticipated that the demand on individual members will be approximately 5 hours per meeting. This will comprise of meeting preparation, attendance at Audit and Risk Committee meetings and other input as may be required from time to time.

## Council Profile

Corangamite Shire is located 180 kilometres south-west of Melbourne on the Great South Coast. The municipality stretches from the Great Ocean Road in the south to the pastoral area of Skipton in the north. Corangamite takes its name from the huge inland lake on the Shire's eastern boundary. It is a renowned farming region, producing milk, wool, beef and prime lamb.

For residents and visitors alike, Corangamite offers untouched beaches, rugged coastline, volcanic lakes and craters, and vast pastoral country. Corangamite's communities include Camperdown, Terang, Timboon, Port Campbell, Cobden, Lismore, Derrinallum, Skipton, Princetown, Simpson, Noorat and Darlington.



# Independence and Conflict of Interest

Council members and independent members of the Audit and Risk Committee are required to comply with the Disclosure of Conflict provisions contained within the *Local Government Act 2020* and to lodge personal interest returns prescribed by the Act.

To be eligible to be an independent member of the Audit and Risk Committee, the individual must be free from any conflict of interest and any business or other relationship that could, or could reasonably be perceived to materially interfere with the member's ability to act in the best interests of Council. These conflicts of interests refer to (but are not limited to) commitments and provision of paid services to the Corangamite Shire Council.

Being a ratepayer of the Corangamite Shire Council does not of itself constitute a conflict of interest for an individual.

## Scope and Responsibilities

- 1 Actively and constructively contribute towards the Audit and Risk Committee's performance through the provision of professional, independent and objective advice in respect of the delivery of the Audit and Risk Committee Charter;
- 2 Provide independent advice on internal audit, governance and risk management plans, and other reports as required;
- 3 Provide objective advice on Council's processes, procedures or internal control mechanisms;
- 4 Provide analysis and constructive comment on particular projects, reports, briefings, options or issues papers as required; and
- 5 Adequately prepare for and attend all Council Audit and Risk Committee meetings.

## Criteria for Appointment

In addition to the freedom of any conflicts of interest the criteria for appointment to the position is as follows:

- Competency in the analysis and interpretation of financial reports, audit reports and management reviews in a diverse organisation.
- Knowledge of internal audits, especially its strategic aspects and its integration into a broader governance framework.
- Demonstrated strategic conceptual analytical and creative skills with the ability to develop and make sound independent and objective judgements.

- Proven high level commitment to the organisation’s aim of Community Inspired Leadership demonstrated through the values of future oriented; accountable; expert; celebrate; community centric and dynamic.
- Capacity to commit to the workload required and to attend Committee meetings.

## Fees and Expenses

Council may pay a fee to a member of an Audit and Risk Committee who is not a Councillor or member of Council staff. The fee currently paid to members is \$488.66 per meeting attended. Fees are indexed annually from 1 January and benchmarked once every Council term. Travel expenses are reimbursed at Australian Taxation Office rates (currently \$0.88 per kilometer).

## Audit and Risk Committee Membership

<b>Member</b>	<b>Status</b>	<b>Term</b>
Ms Phillippa Dee (Chair)	Independent	01 February 2023 – 31 January 2026
Ms Lisa Young	Independent	01 February 2024 – 31 January 2027
<i>Vacant</i>	<i>Independent</i>	<i>May 2025 – 31 January 2028</i>
Cr Kate Makin	Councillor	N/A
Cr Laurie Hickey	Councillor	N/A

# Internal Audit

Internal Audit services are currently provided to Council by AFS Audit under a contract.

Representatives of AFS Audit attend each meeting of the Audit and Risk Committee.

Both the Internal Auditor and Audit and Risk Committee have access to each other independent of Council Management as may be required from time to time. There is also an opportunity for the Audit and Risk Committee to meet with the Internal Auditor at each meeting without the presence of management.

## Indicative EOI Timetable

Expression of Interest advertised	Saturday 5 April
Closing Date for Expression of Interest	Tuesday 22 April
Evaluation and Shortlisting ^	Wednesday 23 April
Intended Interviews *	Tuesday 29 April
Recommendation for appointment to Council	Tuesday 27 May
Applicants advised	Wednesday 28 May

^ Up to three applicants will be shortlisted for interview.

\* Interviews will be conducted Tuesday 29 April 2025 between 2-5pm. Please ensure your availability if shortlisted.

## Proposed Meeting Dates

For 2025 commencing at 3:30pm

March	Thursday 13 March
June	Thursday 12 June
September (subject to change)	Thursday 11 September
December	Thursday 11 December

# Submission of Applications

Expressions of Interest are to be submitted online at <https://www.corangamite.vic.gov.au/AuditRiskCommitteeEoI>. In addition to a covering letter and/or resume, applicants are required to use the online application form.

## Further Information

Further information may be obtained by contacting Mr David Harrington, Director Corporate & Community Services on 0448 105 220.

**David Rae**

Chief Executive Officer





CORANGAMITE  
SHIRE