



**Expression of Interest
Information Pack**

**Independent Audit
Committee Member**

June 2019

EXPRESSION OF INTEREST Information Pack

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Introduction

Indigo Shire Council operates a diverse business portfolio, aiming to meet the local community's needs while complying with state and federal legislative requirements.

Council is seeking responses to this invitation for an independent Audit Committee member. Council's Audit Committee operates under Section 139 of the Local Government Act 1989. The Committee's role is to oversee and monitor the effectiveness of Council in carrying out its responsibilities for responsible financial management, good corporate governance, maintaining an effective system of internal control and risk management, and fostering an ethical environment. The Committee meets quarterly at Council's Beechworth Office.

About Indigo

Shire

Indigo Shire is located in Victoria's picturesque North East and borders the Murray River and the Australian Alps. Indigo is renowned for its natural beauty and historic towns. Thousands of tourists visit the area each year to sample our food and wine and visit our many popular festivals and events.

The Shire is a rich amalgam of heritage architecture and pristine natural environment nestled between Murray River frontage in the north and the lush foothills of the Alps in the southeast. In between are productive agricultural enterprises, renowned wine growing areas, and a national park in the centre and dairy farming in the east. There are over 1150 separate businesses based in the Shire (excluding agribusinesses).

Tourism has an important place in the economic, social and cultural life of our Shire, which has Australia's most significant collection of historic towns. Our natural environment is also part of our tourism offer - the unspoilt corners of the Shire like Wahgunyah on the Murray River and Upper Sandy Creek in the Kiewa Valley, the large granite outcrops around Chiltern, Beechworth, and the National Parks.

Indigo Shire shares a border with the municipalities of Wodonga, Wangaratta, Towong, Alpine and Moira Shire Councils.

Council

Indigo Shire Council has approximately 200 full-time, part-time and casual employees. Our workforce is dispersed across the Shire with offices and depots located in the four main centres, Beechworth, Yackandandah, Chiltern, and Rutherglen.

Our vision

Indigo: Heritage Shire - Bold Future

Our purpose

We will provide leadership, good governance and engage with the community to grow the social, economic and environmental viability and sustainability of Indigo Shire.

Our values

- Community involvement
- Leadership
- Honesty and integrity
- Respect
- Professionalism and teamwork
- Accountability

Council manages a diverse portfolio with services provided including:

- Asset management
- Community development
- Cemeteries
- Engineering work
- Environment and sustainable initiatives
- Festivals and events support
- Footpath and road maintenance and construction
- Heritage matters
- Immunisations
- Libraries
- Local law enforcement
- Preschools
- Public health
- Tourism
- Town planning
- Waste management
- Youth services ... and much more

Council also operates the supply of reticulated gas to the Mt Buller Alpine Resort and Village under the trading name Buller Gas.

Background

Council is committed to proactively managing all risks inherent in the Council's operations. To provide oversight of the risk management process Council has a risk framework in place as well as an Audit Committee.

Indigo Shire Council's Audit Committee operates under Section 139 of the Local Government Act 1989. The key objectives of the Committee are to provide advice, as part of the Council's governance obligation to its community, to the Chief Executive Officer and the Council on ensuring:

- the effective recognition, identification and management of risk;
- improved credibility and objectivity of internal and external financial reports;
- compliance with relevant laws and regulations;
- the effectiveness of an annual work plan.

The Committee comprises of a minimum of five members, being two Councillors and at least three external, independent persons with expertise in risk, financial management, business management and governance. Independent members are appointed for a three-year term and can stand again for two further terms. The Chair is elected annually from amongst the independent members.

The Audit Committee meets quarterly at the Council Offices in Beechworth. The Chief Executive Officer, Director Planning and Corporate Services, Manager Finance and the Risk Advisor, attend all committee meetings but are not voting members. Other senior executives and members of the leadership team will attend to provide scheduled briefings. The appointed Internal auditor will also prepare a quarterly report updated the Committee on the Councils 3 year internal audit program.

EOI Process & Timeline

Please Note: this timeline provides applicants with an indication of the timing of the EOI process. The schedule is indicative only and may be changed by Council at any time.

Monday 03 June 2019:	EOI Opens
Friday 26 July 2019:	EOI Closes: All applications to be in by 5 pm
Monday 29 July 2019:	EOI's opened and reviewed
Tuesday 30 July 2019:	
Friday 2 August 2019:	Selection Panel review and select candidates for interviews
Monday 5 August 2019:	Candidates invited for interviews at Beechworth (days to be arranged)

August: Council resolves at an Ordinary meeting to appoint the preferred candidate.

Successful Applicant notified, a contract sent and agreed, and returned to Council

Unsuccessful Applicant notified

September 2019: Successful candidate is inducted to Council and attends Audit Committee meeting

About this EOI

Establishment details

Organisation name:	Indigo Shire Council
EOI title:	Audit Committee Independent Member

Organisation contact

Contact Person	
Name:	Greg Pinkerton
Position title:	Director of Planning and Corporate Services
Contact details:	Phone: 1300 365 003 Email: greg.pinkerton@indigoshire.vic.gov.au

Alternate Contact Person	
Name:	John McFarland
Position title:	Risk Advisor
Contact details:	Phone: 1300 365 003 Email: john.mcfarland@indigoshire.vic.gov.au

Closing time

Australian Eastern Standard Time	5 pm Friday, 26 July 2019
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Lodgement details

Hardcopy lodgement	
Postal Address	Indigo Shire Council PO Box 28 BEECHWORTH VIC 3683 Council must receive applications before the closing time and day.
Information to be marked on the package containing the offer	Applications must be marked with " <i>EOI – Audit Committee Independent Member.</i> "
Softcopy lodgement	
email address	info@indigoshire.vic.gov.au
Information to be in the title of the email	Email applications should be marked in the Subject as " <i>EOI – Audit Committee Independent Member</i> " All emails will be acknowledged.
Other requirements	<ol style="list-style-type: none"> 1. Emails must be less than 16MB. 2. Submission via file sharing, e.g. Dropbox, must be arranged in advance of the closing date.

Overview of Requirements

Term of Appointment

Council is seeking expressions of interest to fill an upcoming vacancy and an Independent Member of the Audit Committee. Council is offering an appointment of up to 3 years. The Committees Charter details the full responsibilities of the Committee and is available on the Council's website www.indigoshire.vic.gov.au.

Meetings

The Audit Committee meets quarterly in Beechworth, and meetings are currently held on Mondays from 2 pm to 5 pm.

Remuneration

Independent Audit Committee members will receive a set fee for each meeting attended per the Audit Committee Charter. The fee is currently \$250 per meeting (\$450 for the Chair). The fee is set by resolution of Council.

Key Selection Criteria

Successful applicants will have relevant industry experience, tertiary qualifications in a related field and able to provide specialist knowledge in one or more of the following: local government, financial compliance, governance and risk management, legal compliance, business management and information technology. Applications will be assessed against the following critical selection criteria:

1. Experience in relevant industry sectors, including Local Government, State Government or the Not for Profit Sector.
2. Tertiary qualification/s in finance, business, or a related field.
3. Demonstrated capacity to provide specialist knowledge in one or more of the following areas:
 - a. Financial Compliance
 - b. Risk Management
 - c. Legal Compliance
 - d. Governance
 - e. Business Management
 - f. Information Technology
4. Previous experience in a Committee or Board role is desirable but not essential.

Information to be provided

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

1. Resume
2. A 1 to 2-page summary detailing how the Applicant addresses the critical selection criteria.
3. A minimum of two referees with their contact details.

Please note that while applicants are not required to provide evidence of qualifications with the application, they will need to be presented to Council if successfully appointed.

Evaluation

Evaluation Process

A panel incorporating the CEO and the Audit Committee Chair or a delegated Independent Audit Committee Member will evaluate the EOI's as per the Council's Recruitment Policy and Audit Committee Charter.

Submissions will be shortlisted, and suitable applicants will be invited for an interview.

Unsuccessful & Disqualified Responses

Unsuccessful applicants will be formally notified.

Council may, in its absolute discretion:

- Reject any response that does not include all the information requested or is not in the format specified;
- After concluding a preliminary evaluation, reject any response that in its opinion is unacceptable;
- Disregard any content in an applicant's response that is illegible and will be under no obligation whatsoever to seek clarification from the Applicant;

- Disqualify any incomplete response or evaluate it solely on the information contained within it;
- Alter the structure and/or the timing of the EOI process; and
- Vary or extend any time or date specified in this EOI.

Communication

Communication Protocol

Questions or inquiries relating to this invitation and the EOI process are to be directed to the contact person specified in this document.

Requests for clarification:

1. All requests for further information or clarification regarding this EOI are to be submitted before the closing date.
2. The organisation is not obliged to respond to any question or request for clarification or further information.
3. The organisation may make available to other prospective applicants details of such a request together with any response, in which event those details shall form part of this invitation.

Complaints about this EOI

An Applicant with a complaint about this EOI must notify the contact person to seek resolution of their complaint. If that contact does not resolve the issue, the Applicant must then follow the Council Handling Policy. <file:///indigoshire.vic.gov.au/VDI/RedirectedFolders/jmcfarland/Downloads/Complaint-Handling-Policy.pdf>

Submission of Responses

Lodgement

- The Applicant's response must be received by the EOI closing time. The Council may extend the closing time in its absolute discretion by providing public notice.
- All Applicant's responses lodged after the EOI closing time will be recorded by the organisation. The determination of the organisation as to the actual time that the response is submitted is final.
- EOI responses must be marked and lodged as detailed in, 'Lodgement details'.

Late Submission

- If an applicant's response received after the EOI closing time, it will be disqualified from the EOI process and will be ineligible for consideration unless:
 - the invitee can document to the satisfaction of Council that an event of exceptional circumstances resulted in the Applicant's being unable to have their application received by Council by EOI closing time; and
 - Council is satisfied that accepting a late submission would not compromise the integrity of the EOI process.

- Council will inform an applicant whose response is received after the EOI closing time if their response is ineligible for consideration.

Providing a Submission

It is the Applicant's responsibility:

- to understand the requirements of this EOI, the EOI process and any reference documentation;
- to ensure that their submission contains the information requested;
- to ensure that their response is in the correct format complies with all requirements of this invitation and is accurate and complete;
- to make their enquiries regarding this EOI and the EOI process;
- to ensure that they comply with all applicable laws regarding the EOI process;
- for all costs and expenses related to the preparation and lodgement of their response, any subsequent negotiation, and any future process connected with or relating to the EOI process.

Obligation to Notify Errors

- If an applicant identifies an error in their response (excluding clerical errors which would have no bearing on the evaluation), they must promptly notify the Council.

Use of a Response

By submission of their response, each Applicant grants to the Council a non-transferable licence to use and reproduce the whole or any portion of the Applicant's response solely to evaluate the merits of the Applicant.

Withdrawal of a Response

An applicant who wishes to withdraw a previously submitted response must immediately notify Council in writing of their withdrawal. Upon receipt of such notification, Council will cease to consider the Applicant's response.

Disclosure of EOI Contents and EOI Information

- Applicant's responses will be treated as confidential by the Council. Council will not disclose the information contained in the response, except:
 - as required by law (including, for the avoidance of doubt, as required under the *Freedom of Information Act 1982 (Vic)*)
 - for investigations by the Australian Competition and Consumer Commission or other government authorities having relevant jurisdiction; or
 - to external consultants and advisers of Council engaged to assist with the EOI process;

Next stage of the EOI process

Options Available to the Council

- After evaluating all responses, Council may without limiting other options available to it, do any of the following:
 - Prepare a short list of Applicant's and invite them to interview;
 - Conduct a subsequent EOI process calling for the services or any similar related services;
 - Decide not to proceed further with the EOI process or any other procurement process for the services; or
 - Commence a new process for calling for Applicant's responses on a similar or different basis to that outlined in the original invitation.

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 relating to the supply of services unless and until both parties execute a binding contract.

Applicant Warranties

By submitting a response, an applicant warrants that:

- they have examined this EOI, and any other documents referenced or referred to herein, and any additional information made available in writing by Council to applicants to submit a response;
- they have sought and examined all necessary information which is obtainable by making reasonable enquiries relevant to the risks and other circumstances affecting its response;
- they otherwise accept and will comply with the rules set out in this EOI; and
- they will provide additional information promptly as requested by the Council to clarify any matters contained in the response.

Council Rights

Notwithstanding anything else in this EOI, and without limiting its rights at law or otherwise, Council reserves the right, in its absolute discretion at any time, to:

- vary or extend any time or date specified in this EOI for all or any applicants; or
- terminate the participation of any applicant or any other person in the EOI process.

Governing Law

This EOI process is governed by the laws applying in the State of Victoria. Each Applicant must comply with all relevant laws in preparing and lodging their response and in taking part in the EOI process.

Definitions

Applicant	means a person who submits an applicant's response.
Applicant's response or submission	means a document lodged by an applicant in response to this EOI containing a proposal to provide goods and/or services.
Council	means Indigo Shire Council (ISC)
EOI closing time	indicates the time specified by which the Council must receive responses.

EOI process	means the process commenced by advertising an invitation for responses and concluding upon either early termination of the process or a subsequent procurement process.
EOI	means the Expression of Interest set out in each of the documents identified in the Introduction, the EOI process and any other materials so designated by Council.
Intellectual Property Rights	includes all present and future copyright and neighbouring rights, all proprietary rights in relation to inventions (including patents), registered and unregistered trademarks, confidential information (including trade secrets and know how), registered designs, circuit layouts, and all other proprietary rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields.
Item	means an item of this EOI.
Overview of requirements	means the summary of requirements for completing this EOI
Representative	means a party and its agents, servants, employees, contractors, associates, invitees and anyone else for whom that party is responsible.
Services	means the services required by the organisation as stipulated in this EOI.
State	means the Crown in right of the State of Victoria.
Tender Box	a secure location within which the Applicant's responses are placed.

Creative Commons Credit

This document was developed based on the Expression of Interest Template authored by the State of Victoria (Department of Treasury & Finance), 2015.