

# Audit and Risk Committee Independent Member

## Information Package

April 2024

*community inspired leadership*



*City of*  
**KINGSTON**

## Role Description: Audit and Risk Committee Independent Member

### Overview

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

The independent member will ideally have broad senior: business, corporate governance, audit, risk and/or financial reporting/management knowledge and experience. Applicants must also be able to demonstrate the ability to apply appropriate analytical and strategic management skills to matters that are within the Audit and Risk Committee Charter. Formal qualifications and previous audit committee or board experience will be highly regarded.

Remuneration by way of an annual fee is determined by Council and will be paid to independent members and indexed annually by the Melbourne All Groups CPI adjusted annually on 1 July.

### Background

Kingston City Council's Audit and Risk Committee is an independent Advisory Committee to Council that was first established in 1996. The primary objective of the Audit and Risk Committee is to assist Council in the effective conduct of its responsibilities for its management of risks, effectiveness of internal controls, financial reporting and monitoring overall governance practices.

The Audit and Risk Committee also has oversight of the internal audit function and the external auditor to facilitate achieving overall organisational objectives in an efficient and effective manner.

The Audit and Risk Committee [Charter](#) was last adopted by Council on 23 October 2023 and is subject to biennial review. The Charter specifies the functions and responsibilities of the Audit and Risk Committee as required by the Local Government Act 2020.

### Selection Criteria

The Charter sets out the following selection criteria for candidates regarding Independent Members:

- Financial analytical / management skills
- Knowledge of Audit, Risk and Governance Frameworks
- Experience in public sector management
- Demonstrated strategic skills including, but not limited to:
  - financial acumen
  - information technology
  - governance standards
  - organisational risk management.

Consideration will also be given to the collective experience and expertise of the independence members in the above criteria. Experience in public sector management involving capital delivery and risk will be highly regarded.

## **Eligibility Requirements**

To be eligible to be an independent member of the City of Kingston's Audit and Risk Committee, the individual must be free from any conflict of interest or any business or other relationship that could reasonably be perceived to 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 Kingston City Council.

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

## **Anticipated Time Commitment**

The Audit Committee normally meets five times per annum and holds quarterly meetings (March, June, September and December) with an additional meeting held in August to consider the Council's financial statements.

It is anticipated that the demand on individual members will be approximately 8 to 10 hours per meeting cycle. This will comprise meeting preparation, attendance at Audit and Risk Committee meetings and other input as required.

## **Scope and Responsibilities**

- 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;
- Provide independent advice on internal audit, governance and risk management plans, and other reports as required;
- Provide objective advice on Council's processes, procedures and internal control mechanisms;
- Provide analysis and constructive comment on particular projects, reports, briefings, options or issues papers as required; and
- Adequately prepare for and attend all Council Audit and Risk Committee meetings.

## Kingston Council - Municipal Profile

### **OUR LOCATION**

The City of Kingston is located approximately 20 km south-east of Melbourne, surrounded by the cities of Bayside, Glen Eira, Monash, Greater Dandenong and Frankston. The City's landmarks are diverse and distinct. The area, known for its 'village-like' neighbourhoods, offers a relaxed lifestyle. Spanning 91 square kilometres with 13 kilometres of foreshore along Port Phillip Bay, it includes natural wetlands, historic market garden districts and numerous world-class golf courses. The community's prosperity is underpinned by the Moorabbin and Braeside manufacturing areas, vital shopping precincts, access to beautiful open spaces and an enviable choice of quality schools and tertiary institutions. This has attracted housing development and population growth, particularly in and around our activity centres, key renewal areas, transportation hubs and more popular coastal suburbs. Kingston's suburbs include Aspendale, Aspendale Gardens, Bonbeach, Braeside, Carrum, Chelsea, Chelsea Heights, Cheltenham, Clarinda, Clayton South, Dingley Village, Edithvale, Heatherton, Highett, Mentone, Moorabbin, Moorabbin Airport, Mordialloc, Oakleigh South, Parkdale, Patterson Lakes and Waterways.

### **COUNCIL WARDS**

The City of Kingston is divided into 11 wards, with each of the wards represented by a single Councillor. The 11 elected Councillors make up Kingston City Council, and it is this group that represents the interests of residents and ratepayers. Our Councillors work together with the community and CEO Peter Bean to set our city's strategic direction.

### **OUR GROWING POPULATION**

The City of Kingston is growing, with the population expected to increase by 20 per cent by 2041, with approximately 196,000 residents living in the municipality. Council will be working to facilitate new investment into areas, including new employment and affordable housing, whilst addressing the demands by other levels of government to provide for housing to accommodate this population growth. Balancing the demands for services will also be key. Deliverables such as the commencement of a Service Planning and Review Framework will be pivotal as we plan for adaptable, capable, and sustainable Council services now and into the future.

### **COMMUNITY AND OUR SERVICES**

Our community profile is the who, what, where and why of the city. It shows the characteristics of the people in our community drawn from the Census, how they have changed over time and how they compare to other areas. It provides accessible demographic profiles with the ability to create reports and export the data.

As a Council, Kingston exists to serve our community and provide excellent customer service in all that we do. In ensuring great customer service is delivered, we are implementing a suite of Customer First improvement projects to address system, process, and cultural changes to benefit our customers. Developing a Geographic Information System (GIS) to improve staff and community access to information is also underway, leading to more informed decision making for our community.

Supporting our community through service delivery is also an important focus for Council. Major reforms in aged care will change how the service is delivered. However, Council will continue to ensure we support our community's physical and mental health and wellbeing, including looking at the demand in light of an increase in the ageing population. Arts, events, festivals and libraries are all expanding to meet the future needs of our community. There will be a rebuilding of the Kingston Arts Brand, with a focus on local and regional arts. This includes a stronger focus on programming and awareness for Kingston Arts facilities to deliver premium arts and events to our community. Our libraries will be reimaged to ensure they also meet the future needs of our communities. Council will continue its journey and respond to the outcomes of the Referendum and Treaty Negotiations to advance reconciliation