

Information Package

Expression of Interest - Independent Member

Corporate Risk and Audit Advisory Committee

South Burnett Regional Council

BACKGROUND INFORMATION

South Burnett Region

Situated inland from the Sunshine Coast and an easy two-hour drive from Brisbane, the South Burnett is a great place to make home.

In the past our region was probably best known for peanuts. But beyond Kingaroy's famous moniker of the 'Peanut Capital of Australia', the South Burnett offers much more. Our residents enjoy a relaxed country lifestyle, contrasted with abundant opportunities and possibilities afforded by our innovative industries. From agriculture, manufacturing, mining and renewable energy, to art, culture, tourism, health and quality education, the South Burnett really does have it all.

The region is blessed with rich agricultural land that produces high-quality agricultural products for both domestic and international markets including peanuts, navy beans, maize, wheat, grain, dubosia and sorghum. The region also boasts Swickers - Queensland's only export accredited pork abattoir. The local wine industry is gaining momentum, producing award-winning wines that can be paired with produce direct from farm to plate.

Kingaroy is the hub of the South Burnett and has an airport, bus services to Brisbane, a shopping centre, Government agencies and many facilities generally expected in much larger centres. All townships within the region support a vigorous sporting and social lifestyle with facilities such as museums, art galleries, shopping centres, indoor/outdoor sporting facilities, parks and green spaces, local theatre groups, annual festivals and music venues.

The timber-town of Blackbutt is home to Australia's only annual avocado festival. Historical Nanango is considered Queensland's fourth oldest town and has a number of heritage-listed sites including Ringsfield House, the Nanango Court House and the Butter Factory. Further to the north, 12km from Murgon, is the spectacular Bjelke-Petersen Dam. Another lake in the region popular for fishing is Lake Boondooma.

Our Mission

South Burnett Region, working together building a strong, vibrant and safe community.

Our Values

Accountability – We accept responsibility for our decisions and actions.

Community – Building partnerships, supporting communities and delivering quality services.

Harmony – Our people working cooperatively to achieve common goals in a supportive and safe environment.

Innovation – Encouraging an innovative and resourceful workplace and community

Ethical Conduct – We behave fairly with open, honest and accountable behaviour and consistent decision-making.

Vision – Our vision is the driving force behind our actions and responsibilities.

Excellence – Striving to deliver excellent environmental, social and economic outcomes.

Our Strategic Priorities

Enhancing our Community – Building vibrant, healthy, supportive and inclusive communities.

Growth and Opportunity – A strong and sustainable regional economy supported by diverse sectors and innovative planning mechanisms.

Our Environment – A sustainable environment, proactively and responsibly managed in partnership with the community for future generations.

Organisational Excellence – An organisation that is characterised by effective leadership, responsible management and quality service delivery.



Infrastructure – The provision of quality services and infrastructure for our growing community that is planned, provided and managed on sound asset management principles.

CORPORATE RISK AND AUDIT ADVISORY COMMITTEE

As a Category 3 Local Government entity, Council is required under *Section 105(2)* of the *Local Government Act 2009* to establish an Audit Committee.

The South Burnett Regional Council Corporate Risk and Audit Advisory Committee ('Committee') is an advisory committee to Council. The Committee operates within the adopted Corporate Risk & Internal Audit Framework and composes of five (5) voting members of which Council will appoint two (2) Councillors and three (3) independent members. One (1) of the two (2) Councillors will be the Portfolio holder for Finance & Corporate and will be the nominated Chairperson. The independent members are to possess significant financial experience and expertise preferably related to local government and located externally to the Council / South Burnett community.

The responsibilities of the Committee, through oversight of the corporate risk and audit functions, is to assist Council to discharge their responsibilities of due care and diligence. The duties and responsibilities of the Committee is to:

- Review the integrity of financial documents; and
- Oversee the effectiveness and objectivity of corporate risk, internal audit and fraud and corruption management through the Steering and Working Groups;
- Provide reasonable assurance that the organisation's strategic objectives are realised and achieved through effective and efficient measures within the standard framework of corporate risk management and internal control;
- Oversee the corporate risk management and internal audit functions to enhance Council's governance, internal control systems and decision-making processes;
- Ensure the independence, objectivity and effectiveness of internal audit in carrying out financial and operational assessments;
- Assess and evaluate the internal audit plan to ensure that material corporate risks to Council's financial and operational environment are prioritised;
- Promote transparency, integrity and ethical conduct; and
- Ensure that adequate resources are allocated for the efficient and effective performance of corporate risk management and internal audit functions.

Meeting Frequency

The Corporate Risk and Audit Advisory Committee meets at least four (4) times per year, being generally February, May, August/September and October. Meeting duration is approximately between two (2) and three (3) hours.

THE POSITION

Key Selection Criteria

Respondents will be assessed on the following key selection criteria:

1. Experience in industry sectors, including Local Government, State Government or the Not for Profit Sector.
2. Tertiary qualification/s or relevant experience from a finance, business or related field.
3. Demonstrated experience and specialist knowledge in one (1) or more of the following areas:
 - Accounting and finance;
 - Audit / Systems of Internal Control;
 - Legal and Compliance;
 - Asset Management;
 - Risk Management;
 - Corporate Governance;
 - Information Communications Technology.
4. High level of effective written and verbal communication skills.



5. Previous experience on a committee or board role is desirable but not essential.

Remuneration – Meeting allowance

Independent members receive an allowance of \$400 per meeting, indexed annually, and paid following attendance at a meeting of the Committee. Allowances may be provided with prior approval for reasonable travel expenses.

Appointment

Appointment of an independent member is made by Council resolution and is for a term of three (3) years.

GUIDELINES FOR APPLICANTS

Thank you for taking an interest in the role of Independent Member with the Committee.

The following information is provided to ensure that all applicants clearly understand the requirements of the overall selection process.

Corporate Risk and Audit Advisory Committee Policy

The Corporate Risk and Audit Advisory Committee Policy should be read carefully as it describes the requirements and duties of the Corporate Risk and Audit Advisory Committee and its members. A copy has been included in this information package.

Application Guidelines

Applications must include a cover letter outlining relevant skills, experience and qualifications and a resume (including two professional referees).

Applications close 5.00pm, Monday 16 November 2020

To Apply: Submit online via Council's website:

<https://www.southburnett.qld.gov.au/homepage/98/jobs-and-careers>

OR forward via post to:

Expression of Interest – Committee Independent Member
Corporate Risk and Audit Advisory Committee
ATTN: Chief Executive Officer
South Burnett Regional Council
PO Box 336
KINGAROY Q 4610

Evaluation Process

The assessment of the applications for the Independent Members will be undertaken by Mayor Brett Otto, Councillor Kirstie Schumacher and Chief Executive Officer Mark Pitt PSM, considering the experience of applicants and their likely capacity to apply the appropriate analytical and strategic management skills required in the role. The applications will be shortlisted and suitable candidates will be invited for an interview.

Appointment Process

All applicants will be advised of the outcome of their applications. Successful applicants will be required to undergo Council's mandatory induction program.

Workplace Health and Safety

Independent Members will comply with their health and safety duties as detailed in the *Work Health and Safety Act 2011* and Council's Workplace Health and Safety Management System Plan.

