

18.1

AUDIT & RISK COMMITTEE - APPOINTMENT OF EXTERNAL MEMBER

EXECUTIVE MEMBER: KYLIE BENNETTS, DIRECTOR, OFFICE OF THE CEO

PREPARED BY: JULIE SNOWDEN, CO-ORDINATOR RISK AND ASSURANCE

1. PURPOSE

- 1.1 To seek the Council's approval to appoint an external member to the City of Port Phillip Audit and Risk Committee.

2. EXECUTIVE SUMMARY

- 2.1 Council is required by the Local Government Act 1989 (the Act) to establish an audit committee as an advisory committee of Council.
- 2.2 The membership structure of the Audit and Risk Committee is set out in the Committee Charter.
- 2.3 In accordance with the Charter:
- The appointment of external members is the responsibility of Council.
 - External members will be appointed for a three year term.
 - In the event of an independent member resigning / retiring before the expiry of their term, the vacancy will be filled at the discretion of the Council.
- 2.4 Due to conflicting work priorities, independent member Kerryn O'Brien has had to step down from her Audit and Risk Committee commitments before her term expiry date, leaving the position vacant.

3. RECOMMENDATION

That Council:

- 3.1 Appoints Kylie Maher as an external member of the City of Port Phillip Audit and Risk Committee commencing November 2018 for a period of three years ending November 2021.
- 3.2 Makes public this report following acceptance of the appointment by Kylie Maher, and notification to the unsuccessful applicants.

4. KEY POINTS/ISSUES

- 4.1 Ms Kerryn O'Brien was initially appointed to the Audit and Risk Committee from 01/01/2014 for a three year term. As per the Charter, that term was extended by a further three years from 01/01/2017 due to expire 01/01/2020. Due to conflicting work priorities, Kerryn has had to step down from her Audit & Risk Committee commitments leaving the position vacant.
- 4.2 An advertisement seeking applications for external membership of the Committee was placed on Seek, the Council's website under public notices and LinkedIn from Friday 24 August 2018 through to Friday 7 September 2018.
- 4.3 Twenty applications for the position were received.
- 4.4 Following an assessment of the applications against the agreed selection criteria, 3 applicants were shortlisted for interviewing.
- 4.5 The interview panel comprising the Mayor, Audit & Risk Committee Chair and Director, Office of the CEO conducted 2 interviews on Thursday 27 September 2018 and 1 interview on Thursday 4 October 2018 recommending Kylie Maher be appointed to the Committee.
- 4.6 Kylie was a stand-out applicant who showed a great understanding of the local government audit and risk environment with expertise in audit and risk management at a senior level in both the commercial and not-for-profit sectors making her a suitable replacement for Kerryn, who was very strong in risk and audit. Kylie's previous roles include Quality & Risk Manager and General Manager Peninsula Health Contact Centre, Director Risk Consulting Services KPMG for 5 years, Director Board Advisory Services KPMG (part-time) for 3 years and she has been in her current role of Director of Business / Company Secretary Peninsula grammar for 3 years.
- 4.7 The Audit & Risk Committee has been functioning well as a group for a period of time, with the panel agreeing that Kylie would integrate well with existing members but would bring a fresh perspective and depth of experience that would greatly benefit the Council.
- 4.8 References checks were conducted with 3 people provided by Kylie who reinforced the views formed by the Panel at interview.
- 4.9 Kylie was advised that any appointment would be subject to successful completion of police checks. Kylie has provided current police and working with children checks that meet the Council's requirements.

5. CONSULTATION AND STAKEHOLDERS

- 5.1 The interview panel comprising the Mayor, Audit & Risk Committee Chair and Director, Office of the CEO were involved in the analysis of the preferred applicants' applications against the agreed selection criteria.

6. LEGAL AND RISK IMPLICATIONS

6.1 Persons appointed to the Audit & Risk committee should have relevant experience and meet the professional qualifications of the Charter. The preferred applicant has met the requirements.

7. FINANCIAL IMPACT

7.1 The remuneration paid to external members of the Audit and Risk Committee is allocated in the budget process.

8. OFFICER DIRECT OR INDIRECT INTEREST

8.1 No officers involved in the preparation of this report have any direct or indirect interest in the matter.

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ATTACHMENTS Nil