

AUDIT & RISK COMMITTEE MEETING – DECEMBER 2018 – BRIEFING PAPER

DATE	18 October 2018	FROM	Manager Corporate Performance (Ross Goeman)
AGENDA SETTING	Other Business		
TOPIC	4.2 Alignment of tenure for Independent member Bev Excell to attend June 2019 Audit & Risk Committee meeting		
PURPOSE	Matter arising from prior meeting discussion		
RECOMMENDED ACTION	It is recommended that the Committee endorse that Independent Member Bev Excell attend the June 2019 Audit & Risk Committee meeting and forward this report for presentation to Council for approval.		

Key points

Council first appointed Bev Excell as an independent member to the Audit & Risk Committee at its meeting on 28 May 2013 for a three year term up to 30 June 2016. Following this, council then resolved on 27 January 2016 to reappoint her as an independent member of Council's Audit & Risk Committee for a 2nd and final 3 year period ending 30 June 2019, in accordance with Clause 3.5 of the Audit & Risk Committee Charter.

Due to an oversight Bev Excell attended, and was paid for, her first Audit & Risk Committee meeting on 25th June 2013. This means that the final tenure to 30 June 2019, will technically exceed the 6 year maximum term of an independent member (as outlined in Clause 3.6 of the Charter) by 5 days.

The Committee therefore recommends that Council resolve to extend Bev Excell's membership of the Committee until June 2019 to align all tenures for independent members to the end of the Financial Year and avoid this issue recurring.

The process to appoint a new independent member is as follows:

Timetable for appointment of Audit Committee Independent member 2019

<u>TASK</u>	<u>DATE</u>	<u>DETAILS</u>
Advertise	28 Jan- 1 February	AGE Leader Newspaper/AICD website
Closing Date	15 February	Applications closing date
Recruitment Panel short lists and conducts interviews	4-8 Mar	Chair and Councillor representatives

Write Council Report	1 April	Chief Financial Officer
Council Briefing session	23 April	Update Council on recruitment process and recommendation of Audit & Risk Committee panel
Appointment of Independent member at Council meeting	30 April	Council resolves to appoint Independent member of Audit & Risk Committee
Induction of Independent member (Chair & CFO)	7 May	Provide induction information pack and introduce Audit & Risk Committee members, senior management and external and internal auditors
Independent member commences appointment and attends 1 st Audit Committee meeting (3 year term)	13 August (may attend 18 th June meeting as observer)	Independent member (TBC)