



# REQUEST FOR QUOTATION

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Audit Committee – Independent Chairperson

Contract No.: Q-MSC2023-08

# Request for Quotation

<b>PART 1 – PREAMBLE</b>	
Mareeba Shire Council invites Quotations from suitably qualified respondents for the role of Audit Committee – Independent Chairperson as described in more detail in Part 5 – Scope.	
<b>PART 2 – GENERAL INFORMATION</b>	
1. Contract details	Q-MSC2023-08 Audit Committee – Independent Chairperson
2. Communications by Respondents:	Communications regarding the Procurement Process must be submitted to <a href="mailto:tenders@msc.qld.gov.au">tenders@msc.qld.gov.au</a> no later than seven (7) calendar days prior to the time stated in item 3 (as extended if at all, pursuant to the Procurement Process Conditions)
3. Submission of Quotation:	Responses must be submitted at <a href="mailto:tenders@msc.qld.gov.au">tenders@msc.qld.gov.au</a> by no later than 11:00am on Monday, 4 <sup>th</sup> December 2023. <i>Note// Adequate time must be allowed for the Quotation and all supporting documents) to be uploaded or received by this time.</i>
4. Quotation to be valid for:	90 calendar days after the time stated in Item 3 (as extended if at all, pursuant to the Procurement Process Conditions)
5. Complaints:	Complaints regarding Procurement Process to be directed to: Department of Development and Governance at <a href="mailto:info@msc.qld.gov.au">info@msc.qld.gov.au</a>
<b>PART 3 – PROCUREMENT PROCESS CONDITIONS</b>	
The Procurement Process is governed by, and this Request for Quotation is to be read in conjunction with, the Procurement Process Conditions: <input checked="" type="checkbox"/> available for viewing or download from <a href="https://msc.qld.gov.au/council/tenders/">https://msc.qld.gov.au/council/tenders/</a>	
<b>PART 4 – CONTRACT</b>	
<input checked="" type="checkbox"/> The contract with the successful Respondent shall comprise the documents identified as forming the contract in clause 4 of the Principal's standard terms and conditions which can be found at <a href="https://msc.qld.gov.au/council/tenders/">https://msc.qld.gov.au/council/tenders/</a> *Refer to Part 5 Scope 'Term of Contract' for additional information.	

## PART 5 – SCOPE

☒ The Scope is as follows:

Council is seeking to appoint a qualified person to the role of independent chair of its Audit Committee.

The Audit Committee is an advisory committee of Council which reports on:

- The capability of Council to achieve its corporate strategies and objectives;
- Corporate governance, controls, risk management and all audit related matters.

### **Responsibilities of the Committee Chair:**

- To chair the meetings of the Audit Committee;
- To develop a clear understanding of the role of the Committee and the way in which it contributes to Council fulfilling its responsibilities;
- To provide leadership to the Committee;
- To ensure the Committee fulfils its responsibilities to Council and its obligations under the Audit Committee Charter;
- To undertake a probity role as directed by the Chief Executive Officer such as, but not limited to, probity checks on significant tender processes;
- To actively promote the Committee as a collegial body that encourages open exchanges of ideas and views on matters of financial reporting, risk management, internal controls, legislative compliance, insurance, governance and internal and external audit; and
- To approve minutes of the committee prior to distribution.

To be considered for this important role, please forward your written submission demonstrating your qualifications and experience including:

- Name, address, contact details, relevant personal information;
- Senior business, corporate reporting, financial management, corporate governance, risk management, audit skills and experience;
- Relevant executive management experience and responsibilities, and/or details of any board memberships;
- Demonstrated experience in constructive group discussion and decision making;
- A summary of why you believe your participation would benefit the Audit Committee and the Mareeba Shire Council;
- Potential conflicts of interest should also be disclosed in your submission.

Submissions should include an indication of the applicant's level of remuneration. This may best be expressed both as an hourly rate exclusive of GST and a set meeting fee and should apply to attendance at required meetings; meetings called by the chairperson; and preparation time for the meetings.

### **Term of Contract:**

The term of appointment is for a period of two (2) years from January 2024 to January 2026, with an option to extend for a further one (1) year period. The Committee is required to meet at least two (2) times each year, with additional meetings to undertake financial statement review. Interested persons should also be aware that significant levels of reading, research and preparation for meetings will need to be factored into the time commitment.

PART 6 – RESPONSE SCHEDULES	
<input checked="" type="checkbox"/>	The Respondent must submit a Response in the form provided in the response schedule attached to or provided with this Request for Quotation and identified as Q-MSC2023-08 Audit Committee – Independent Chairperson Response Schedule including the details as described in Part 5 – the Scope.
The Respondent submits a Quotation for contract Q-MSC2023-08 Audit Committee – Independent Chairperson in accordance with the Request for Quotation and these response forms. By submitting the Quotation, the Respondent acknowledges that the Quotation will remain valid and open for acceptance for the period stated in Part 2 – General Information of the Request for Quotation and that the Respondent has read and understood the terms of the contract referenced in Part 4 of the Request for Quotation.	
Signature of authorised representative of Respondent:	
Name of authorised representative of Respondent:	
Date:	
<b>Response Form 1 - General details</b>	
Respondent's company or other legal entity name:	
Trading name:	
ABN:	
ACN <i>Leave blank if the Respondent is not a company</i>	
Address:	
Contact Person (if different):	
Telephone:	
Email:	
Full name of each director: <i>Leave blank if Respondent is not a company</i>	
Full name of each partner <i>Leave blank if Respondent is not a partnership</i>	
Bank account into which payments are to be made:	Bank: Name of Account: BSB: Account number:
<b>Response Form 2 - [NAME OF RESPONSE FORM]</b>	
[DESCRIBE INFORMATION AND/OR SUPPORTING DOCUMENTATION WHICH THE RESPONDENT IS TO PROVIDE.]	
<b>Response Form 3 - [NAME OF RESPONSE FORM]</b>	
[DESCRIBE INFORMATION AND/OR SUPPORTING DOCUMENTATION WHICH THE RESPONDENT IS TO PROVIDE.]	