



KATHERINE TOWN COUNCIL

POSITION DESCRIPTION

TITLE: AUDIT COMMITTEE - CHAIRPERSON

CLASSIFICATION: APPOINTMENT AGREEMENT

1. PURPOSE

The Chairperson plays a pivotal role in the effective functioning of the Audit Committee, with particular responsibilities to set the tone and direction of the committee's deliberations. The Chairperson is the most important appointee. The Chairperson needs to have expertise and experience in governance and to bring personal qualities and independence to the role that will openly and effectively involve all those the Audit Committee needs to work with.

2. KEY RESPONSIBILITIES

The Audit Committee Chairperson is responsible for:

- Recommending to the Elected Members and Chief Executive Officer the appointment of Audit Committee members;
- Assist committee members to maintain a good understanding of the entity's objectives, business needs, risks and priorities;
- Settle the agenda for each meeting with the committee secretariat;
- Lead discussion and encourage the participation of other members, and focus the committee's deliberations on the most important issues;
- Seek the input of observers or other experts to maximise their contribution to the deliberations of the committee;
- Summarise discussion outcomes and actions, including assigning responsibility and timeframes for actions;
- Report formally and informally to the Elected Members and Chief Executive Officer;
- Attend formal and informal meetings with the Chief Executive Officer, Directors, Corporate Services Executive Manager, Community Services Executive Manager and external auditor as required; and
- Arrange for a periodic review of the effectiveness of the Audit Committee against its charter.

3. DELEGATED AUTHORITY

The Audit Committee and Chairperson has no authority to act independent of Council and can only act in areas covered by the Audit Committee Charter and Policy.

4. AUTHORITY AND ACCOUNTABILITY

To be effective, it is important that the Audit Committee operates in an environment of co-operation and trust. This is generally achieved when the Audit Committee Chairperson promotes an open and cooperative relationship with senior management, other entity committees, and the external auditor.

5. REQUIREMENTS OF THE POSITION

a. Skills

- High level managerial skills to work independently, exercise initiative and meet deadlines.
- Excellent communication skills, both verbal and written.
- The ability to interpret legislative requirements and develop appropriate strategies and responses.

b. Knowledge

- The management of teams including multi – disciplinary teams.
- Negotiating with external agencies and customer groups and delivering results in a complex environment.
- Significant experience in budget and program management.
- Occupational health, safety and welfare and equity and diversity policies and practises.

c. Experience / Qualifications

- Desirable qualification up to Bachelor Degree level in administration, finance and/or business management.
- Ability to deal with several issues/projects concurrently.

6. WORKPLACE HEALTH, SAFETY AND WELFARE

Effective implementation of a workplace health and safety program requires the active involvement of all. Everyone has an obligation to comply with statutory and organisational requirements, procedures and rules that are introduced to protect the health and safety of people at the workplace, including the general public.

Everyone is responsible and accountable for:

- Complying with Council's procedures for risk identification, risk assessment and risk control.
- Participation in activities associated with the management of workplace health and safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and mishaps at Council.

7. PERFORMANCE STANDARDS

- The extent to which the stated key responsibilities are achieved.
- The quality of reports and advice provided to Council.