



KATHERINE TOWN COUNCIL

POSITION DESCRIPTION

TITLE: AUDIT COMMITTEE – INDEPENDENT REPRESENTATIVE

CLASSIFICATION: APPOINTMENT AGREEMENT

1. PURPOSE

The independent representative members of the Audit Committee are appointed by Council and are responsible for fulfilling the duties and responsibilities under the Audit Committee Charter and relevant legislation. In discharging these responsibilities, each independent representative member must foster an effective working relationship with the Chairperson, other committee members, management and the external auditors.

2. KEY RESPONSIBILITIES

The Audit Committee Independent Representative is responsible for:

- Attending Audit Committee meetings.
- Prepare for all meetings by reading and understanding material distributed to them.
- At the request of the Chairperson, meet or be available for discussion with the Chairperson, other members, management or the external auditor between meetings of the Committee.
- Whenever necessary to facilitate the effective performance of the Committee's duties, attends meetings, workshops or briefings of the Council.
- Engage in discussion and contribute to the debate at meetings so that all matters on the agenda are dealt with effectively and appropriately.
- Engage in regular assessments of the effectiveness of the Committee's performance.
- Support the Chairperson in promoting a Committee culture characterized by:
 - The willingness of each member to use his or her best efforts in carrying out his or her duties as a member of the Committee;
 - The Committee's insistence on the highest level of integrity, accountability and honesty in the actions of the Committee;
 - Respect and trust among the members, management and the external auditor;
 - The candid and timely sharing of information among the members of the Committee, management and external auditor;
 - Acceptance by all members of the Committee of the right of every member to hold and express a dissenting opinion; and
 - A commitment to best governance practices.

3. DELEGATED AUTHORITY

The Audit Committee and Independent Representative 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.

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 role of Local Government.
- Experience in budget management.
- Occupational health, safety and welfare and equity and diversity policies and practises.

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.