



# INFORMATION SHEET

## CITY OF VICTOR HARBOR - AUDIT COMMITTEE INDEPENDENT CHAIR and/or MEMBER EXPRESSION OF INTEREST

**The City of Victor Harbor is seeking Expressions of Interest from suitably qualified and experienced persons for appointment to Council's Audit Committee.**

The Committee, comprising two Council Members and up to three Independent Members, meets at least quarterly and is required to discharge statutory Audit Committee obligations under the *Local Government Act 1999*.

The primary objective of the Audit Committee is to assist Council in the effective conduct of its responsibilities for financial reporting, review and monitoring of risk management systems and maintaining a reliable system of internal controls.

The term of office for the Independent Member is four years. It is anticipated that the Independent Chairperson will be appointed by Council in November 2020 to attend their first meeting of the Audit Committee in February 2021.

Independent Board Members receive a sitting fee of \$450 for the Independent Chair and \$350 for Independent Members per meeting.

The Audit Committee is established pursuant to Section 126 of the *Local Government Act 1999* and *Local Government (Financial Management) Regulations 2011* for the purpose of:

- reviewing annual financial statements to ensure that they present fairly the state of affairs of the council;
- reviewing the adequacy of Council-wide risk management systems on a regular basis;
- proposing, and providing information relevant to, a review of the council's strategic management plans or annual business plan;
- proposing, and reviewing, the exercise of powers under section 130A relating to efficiency and economy audits;
- liaising with the Council's auditor; and
- reviewing the adequacy of the accounting, internal control, reporting and other financial management systems and practices of the council on a regular basis.

In accordance with Clause 13.6 of Council's Audit Committee Terms of Reference, the role of the Chairperson includes:

- Overseeing and facilitating the conduct of meetings in accordance with the Terms of Reference and Code of Practice for Meeting Procedures, which is developed in accordance with the *Local Government Act 1999* and the *Local Government (Procedures at Meetings) Regulations 2013*.
- Ensure all committee members have an opportunity to participate in discussions in an open and encouraging manner; and
- Where a matter has been debated significantly and no new information is being discussed, to call the meeting to order and ask for the debate to be finalised and the motion to be put.

- After considering advice from the Chief Executive Officer (CEO) or delegate, the Chairperson of the Committee is authorised to cancel the respective Committee meeting, if it is clear that there is no business to transact for that designated meeting.

Expressions of Interest should clearly outline their qualifications and experience in their particular field, and should include the following information:

- Completed nomination form;
- Current curriculum vitae; and
- Referees - names and contact phone numbers of at least two professional referees that can attest to the experience and expertise of the nominee.

The successful Independent Member will be appointed in consideration of the following essential appointment criteria:

- Tertiary qualifications and/or high level experience in accounting, business, audit and/or risk management;
- Sound committee chairing / meeting skills – experience on audit or similar committee / board;
- Relevant understanding of the City of Victor Harbor Community;
- Local Government exposure;
- High level verbal communication skills; and
- Well-developed interpretative and analytical skills.

**Further information:**

Further information can be found using the links below:

[Local Government Act 1999](#)

[City of Victor Harbor Website](#)

[Audit Committee Agenda and Minutes](#)

[Audit Committee Terms of Reference](#)

[Nomination Form](#)

Expressions of interest, detailing experience, skills, knowledge, affiliations and qualifications should be forwarded to the CEO, City of Victor Harbor, PO Box 11, Victor Harbor 5211 by **5pm on Monday, 5 October 2020**.

Documents provided should include a nomination form, available on the Council's website under Notice Board/Job Vacancies, and current curriculum vitae.

For any further information please contact Kellie Knight-Stacey, Director Corporate and Customer Service on 8551 0500.

Victoria MacKirdy  
**Chief Executive Officer**

