

**Appendix 1: FAC Recruitment Timeline**

<b>Activity</b>	<b>Date / timeframe</b>	<b>Comment</b>
Executive Search	December	To provide a list of potential candidates
Review & Selection Committee meeting to review list of candidates	Tuesday 30 January (Prior to the GC meeting)	Considering Elected Member leave during January and the Christmas/New Year/holiday period during the executive search/contacting potential applicants
Interviews conducted	Week 5 Feb	
Review & Selection Committee meeting to determine recommendation to Council	Tuesday 6 Feb 5.30pm	After last interview
Recommendation to Council - preferred candidate	Tuesday 13 February	
Offer / appoint	Wednesday 14 February	Dependent on GC resolution 13/2
FAC meeting	Tuesday 27 February	

## Appendix 2: Potential Candidates Finance and Audit Committee Independent Member

*Note: The candidates are not presented in any specific order*

No.	Name	Information	Roles	Contact details
1		<ul style="list-style-type: none"> <li>Expertise in financial management with a highly analytical approach to financial analysis.</li> <li>Board of Advisory and Chair of Audit and Risk Committee roles in global growth business</li> <li>Worked with many business clients over 30+ years providing a high level of knowledge on the operations of a majority of businesses operating in the council area.</li> <li>Key financial advisory to many clients in all facets of their business and financial management including legal issues, property leases, asset purchase review, asset protection investment and risk.</li> <li>A diverse range of commercial skills enables a broad range of advisory experience and skills being brought to the role.</li> </ul>	<p>Board member and Chair of Audit &amp; Risk Committee at Lightforce Australia</p> <p>30 years' experience in Director &amp; Partner roles at Accounting firms inc:</p> <p></p>	
2		<ul style="list-style-type: none"> <li>Extensive background and achievements in customer and stakeholder engagement, strategic planning, financial management, the ability to identify opportunities, business development, governance processes, grant applications, sponsorship agreements,</li> <li>Board/committee involvement including secretariat, State / Local Government / Community negotiation and liaison and is an event / conference organiser. Susan is committed, hardworking, ethical, self-motivated and a relationship builder.</li> <li>Mix of financial, strategic, governance, combined with being innovative, resourceful and pervasive.</li> </ul>	<p>CARA (Community Accommodation &amp; Respite Agency)</p> <p>State Director, SA/NT Governance Institute of Australia Ltd</p>	
3		<ul style="list-style-type: none"> <li>Working with organisations to ascertain their challenges in achieving their strategic goals and then develop solutions in order to optimise and enhance the performance of both the team and individuals.</li> <li>18 years of experience across operations, internal audit, enterprise risk management and external audit.</li> <li>Government and private sector organisations identify improvement opportunities in order to better manage risk, enhance operational controls or transform business processes to reduce organisational costs.</li> <li>Risk based internal audit services to a portfolio of clients that include both State and Local Government as well as the private sector</li> <li>Chartered Accounting background has also seen her act as a Finance Manager and implement project plans within tight timeframes for other SA Government agencies.</li> </ul>	<p>Consultant @ – infrastructure advisory firm, resources and government industries, secure and set up projects for success, improve performance, save money, manage risk and develop people</p> <p>Associate Director</p>	

4		<ul style="list-style-type: none"> <li>• A highly skilled and passionate professional with a background in Accounting/Consulting firms and over 15 years' experience in Local Government.</li> <li>• Enjoys challenging people to find better ways of doing things and striving to deliver the best outcomes.</li> <li>• Experience includes leading a range of functions and delivering various projects in areas such as Risk Management, Governance, Internal Audit, Policy and Procedures, Business Process Improvement, Legislative Compliance and Section 48 prudential reports.</li> </ul>	<p>Principal Consultant [REDACTED] Consulting</p> <p>Corporate Projects City of Charles Sturt</p> <p>Finance &amp; Office Manager The Chiropractic Domain</p> <p>Governance Projects City of Mitcham</p> <p>Manager Business Performance Improvement City of Charles Sturt</p> <p>Manager Governance &amp; Operational Support City of Charles Sturt</p> <p>Senior Consultant Price Cooper Waterhouse</p> <p>Consultant KPMG</p>	
5		<ul style="list-style-type: none"> <li>• An accomplished executive with diverse industry and business exposure, highly transferable skills and experience ensure heightened levels of commercial accountability, financial management and business rigour.</li> <li>• An in-depth understanding of the drivers, external and internal, that lead to organisational success and sustainability. Works collaboratively with all stakeholders building credibility, respect and trust.</li> <li>• Versatile in leadership competencies, readily commits to the values, missions and goals of the organisations that serve the community and their clients/customers.</li> </ul>	<p>Chair of Security &amp; Risk Committee at ICT Board</p> <p>Audit Committee Member –at BioInnovation SA</p> <p>TAFE SA Lecturer at Manage Risk</p> <p>Board Chairman at Star of the Sea School</p> <p>Director at Risk Management Institution of Australasia</p> <p>Director at Institute of Internal Auditors Australia</p> <p>Chair of Audit committee –at SA Local Govt Councils</p>	

6		<ul style="list-style-type: none"> <li>• 25 years' experience in strategic and operational leadership across for-profit, NGO, state government and local government sectors (Director at Pt Adelaide Enfield and GM at City of Burnside) as well as working extensively with federal government.</li> <li>• A range of skills from various postgraduate degrees and experience from senior executive levels in the complex health and social services arena.</li> <li>• Diverse capability and experience in corporate services, regulatory environment, governance, capital projects and asset management.</li> <li>• Worked in both metropolitan and rural areas, including statewide strategic leadership positions.</li> <li>• Implementation of statewide programs, leading of structural and operational reforms and negotiation of multi-agency models and working agreements across both public and private sectors.</li> <li>• Experienced in leading an organisation through a significant strategic change piece, including the implementation of social enterprises to develop independent income streams and independence of policy direction.</li> <li>• Local Government demonstrable experience in leading service reviews resulting in ongoing capital and operational savings, including restructures to deliver better services at a lower cost, winning many awards for this work.</li> <li>• Board experience includes health, community services, risk management and economic development.</li> </ul>	<p>Catherine House Inc</p> <p>Co-chair at Don Dunstan Foundation Zero Project</p> <p>Member at Therapeutic Goods Administration Vaccines Committee</p> <p>Member at SA Board of the Medical Board</p> <p>Advisory Board Member at Adel Uni, Masters of Public Health and Health Economics/Policy</p> <p>Chair &amp; Deputy Chair of Nominations Committee, Chair of Remuneration Committee, Member Audit Committee at UnitingCare Wesley Bowden</p> <p>Deputy Member at SA Public Health Council</p> <p>Board Member &amp; Treasurer at Eastside Bus Enterprise Centre</p> <p>Chair of Local Government Public Health Evaluation Research Group</p> <p>Member of Public Health Evaluation Expert Advisory Network</p> <p>Management Committee Member at Economic Development Aust SA</p>	
---	--	--	--	--

### Appendix 3: Draft Interview Guide

#### Approach:

- Welcome interviewee and introduce panel
- Relaxed conversation
- Introduce the role of the FAC and its history
- A few questions from the panel and discussion (20-25mins)
- Opportunity for questions
- Wrap up and next steps

#### Candidate Name:

#### Questions:

1. You would have had the opportunity to review the City of Marion, Its Finance and Audit Committee etc. what do you think of us?  
*Prompt: where do you feel you could add value?*
2. You have obviously got great experience in your field of expertise. How do you feel that experience will translate into Local Government?  
*Prompt: What do you feel will be the main differences in Financial Management, Asset Management, Governance Process and Risk Management within the Local Government sector*  
*Prompt: What's your view of the relationship between the Finance and Audit Committee and the Elected Members?*
3. After being approached by the City of Marion, why did you submit your expression of interest for this role?
4. What are the critical skills, knowledge and experience you would bring to this role?
5. Can you provide an example of an outcome that aligns to the Finance and Audit Committee Terms of Reference that you have personally influenced and why are you proud of this?
6. What have been some of the toughest strategic decisions you have had to make? What alternatives did you consider? How did it turn out?
7. Can you give an example where you have provided financial advice which ensures that resources are used efficiently and effectively? How did you achieve this?