

**MANNINGHAM COUNCIL**

**Audit and Risk Committee Application Form**

## **Introduction**

## Manningham Council is seeking expressions of interest from individuals with specialist knowledge and professional qualifications to serve as an independent member of Council’s Audit and Risk Committee. The successful independent member will be an experienced cyber security and data management specialist with expertise in risk and assurance, public sector governance, internal audit and financial management. Key personal qualities include: a high level of personal integrity, advanced communication and interpersonal skills, a collaborative approach and accountability.

Applicants need to download and read a copy of the Audit and Risk Committee (Committee) Charter that forms part of the information pack. Members of the Audit and Risk Committee are required to attend five meetings per year. A remuneration fee of $8,000 per annum applies to general independent members and $12,000 for the annually elected chairperson.

The term of office for the independent member is three years commencing 28 May 2024, with the first Audit and Risk Committee meeting to be held on 31 May 2024.

## **Overview of the Audit and Risk Committee**

## The Audit and Risk Committee (the Committee) is an advisory committee of Council established in accordance with Sections 53 and 54 of the *Local Government Act 2020*. The Committee does not have executive powers or authority to implement actions in areas over which management has responsibility and is therefore independent of management. The purpose of the Audit and Risk Committee is to assist Council in discharging its governance and oversight responsibilities, accountability requirements and ethical practices relevant to the Committee’s Charter. Such assistance shall include, but not be limited to the following areas:

## Financial and non-financial performance reporting, risk management and reporting:

## The scope of work, performance and independence of both internal and external auditors;

## Systems and internal controls;

## Compliance with relevant laws and regulations; and

## Identification, prioritisation and management of financial and other risks.

## The Committee comprises of five members, being three independent and two Councillor members. The position of Chairperson is elected annually and can only be held by an independent Committee member. In accordance with the *Local Government Act 2020*, the chairperson reports to the Council every six months on the operations of the Committee. Five meetings are held per each year on Friday mornings, with the provision of convening special meetings if required.

Applications will be received **until 11.59pm on Friday 5 April 2024.**

Applicant Details

**Details**

Surname

First Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal Address

Suburb

Postcode\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email

Do you consent to a National Police Check if you are the preferred applicant?

Yes No

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| **Conflict of Interest with Council** |
| There are two types of conflict of interests (COI) under the *Local Government Act 2020.*  **General conflict of interest**  A general COIis any matter that an impartial, fair-minded person would consider that private interests of the said person could result in them acting in a manner that is contrary to their public duty.  **Material conflict of interest**  A material COI is any matter where the said person would gain a benefit or suffer a loss depending on the outcome of the matter. The benefit may arise or the loss may be incurred directly or indirectly and in a pecuniary or non-pecuniary form. A COI can be actual, potential or perceived.  **Perceived conflict of interest**  A perceived COI arises where a reasonable person might think that the said person could be unduly influenced by a private interest, even if the said person is confident of their own objectivity.  **Potential conflict of interest**  A potential COI refers to circumstances where it is foreseeable that a COI may arise in the future and steps can be taken now to mitigate any risk.  Do you have an existing conflict of interest, a perceived or potential conflict of interest that could arise in the role of Audit and Risk Committee member? Yes No |
| **If Yes, please outline**: |

**SELECTION CRITERIA**

## Below are the criteria for membership of Manningham Council’s Audit and Risk Committee. Please address each section below.

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| **Relevant Qualifications** | |
| Relevant specialist knowledge, public sector experience and professional qualifications in a range of skills such as: cyber security and data management (mandatory) financial management, governance, auditing (external and internal), risk management, legal and business management. | |
| **Please outline your professional qualifications** (evidence of qualification will be required for the preferred applicant) | |
| **Relevant Experience** |
| Council is seeking people with the following experience:  ✔ Substantial and recent experience in leading audit and assurance in a complex regulatory environment particularly as it relates to cyber security and data management,  ✔ Substantial experience in a similar local government/government Audit committee,  ✔ In-depth knowledge of emerging cyber security trends and risks, data management and industry standards to inform committee discussions, and  ✔ Experience in, or ability to rapidly become conversant with relevant legislation and standards including the findings of regulators (VAGO, IBAC, The Vic Ombudsman, Local Government Inspectorate), applicability of auditing standards and external reporting requirements of local government. |
| **Please outline your experience for these criteria:** |

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| **Knowledge and Skills** |
| To successfully participate as a member of Council’s Audit and Risk Committee the following knowledge and skills are required:  ✔ High level communication and interpersonal skills,  ✔ Knowledge of public sector financial and performance reporting requirements,  ✔ Risk management including both financial and non-financial management control systems,  ✔ Understanding of legislative and regulatory compliance applying to public sector;  ✔ Ability to identify and analyse emerging trends in the external environment, business assurance, corporate governance and information technology, and  ✔ Well-developed interpretative and analytical competence, exercising objective independent thought. |
| **Please outline your knowledge and skills in these areas** |
| **Qualities** | |
| Members of Council’s Audit and Risk Committee need to demonstrate the following qualities:  ✔ High level of personal integrity and a commitment to abide by Council’s Code of Conduct,  ✔ Fosters collaborative working relationships with committee members and management,  ✔ Has sufficient time available to devote to their responsibilities as a committee member; and  ✔ Aligns with Council’s goal to be ‘A well governed Council’, a ‘financially sustainable Council that manages resources effectively and efficiently’ and a ‘Council that values our customers in all that we do’. | |
| **Please comment** | |
| **Submit your application** | |
| **Upload application via the following website:**  <http://www.manningham.vic.gov.au/current-positions> | |

**Thank you for completing your application. All applications received will be assessed and you will be advised of the outcome.**

**Applications will be received until 11.59pm Friday 5 April 2024.**

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| **Privacy and Personal Information Protection Notice** |
| This information is provided voluntarily by the applicant and is collected for the assessment of the application. Failure to provide this information will prevent Council processing your application and may lead to your application being rejected. Manningham City Council is committed to full compliance with its obligations under the Privacy and Data Protection Act 2014 (Vic) (Act) and the Health Records Act 2001 (Vic) (Act). All personal information collected by Council will be used for Council business purposes and kept confidential. It will not be disclosed to third parties unless Council is required to disclose the information under other legislation or disclosure is necessary to complete the purpose for which it is sought. You may access information you have provided to Council at any time and make corrections if you believe that information is incorrect. To obtain a copy of Council’s Information Privacy Policy or Health Records Policy, please click on the following link: <http://www.manningham.vic.gov.au/privacy> |