**City of Darwin Risk Management and Audit Committee Information Package**

City of Darwin is seeking expressions of interest from suitably qualified and experienced persons within the Darwin community to fill a vacant role of Community Member of the Risk Management and Audit Committee.

The Risk Management and Audit Committee is established as an Advisory Committee to the City of Darwin in accordance with Part 5.2 of the *Local Government Act*, and regulation 10(3) of the *Local Government (Accounting) Regulations*.

The Committee will meet at least four times a year and the role and requirements for members is outlined in this information pack.

Expressions of interest close **5pm 11th December 2020.**

**BACKGROUND**

The Risk Management and Audit Committee plays a pivotal role in providing City of Darwin with independent oversight, internal and external reporting, strategic risk management and internal and external audit and compliance governance. The Committee establishes the executive direction for the internal audit function and ensures that City of Darwin achieves maximum value from these functions, including risk management, internal controls, governance and external accountability responsibilities.

The Committee acts primarily as an advisory body to the Council and does not, as of itself, have the power or authority of the Council in dealing with the matters on which it advises, except where certain powers are specifically set out in the Committee Terms of Reference, or are otherwise delegated by the Council.

The Committee undertakes the following key responsibilities and functions:

* monitor the performance of City of Darwin’s risk management framework, including for ongoing projects and functions
* monitor the adequacy of the internal control policies, practices and procedures established to manage identified risk
* oversee the internal audit function including development of audit programs with reference to the Council’s risk assessment, the conduct of internal audits by appropriately qualified personnel, the monitoring of audit outcomes, management responses, and the implementation of recommendations
* review quality of annual financial statements and other public accountability documents (such as annual reports) prior to their adoption by the Council
* review management’s responses to external audit recommendations and monitor implementation of the agreed recommendations
* meet with the external and internal auditors at least once each year to receive direct feedback about any key risk and compliance issues, and to provide feedback about the auditor’s performance
* advise the Council about the appointment of external auditors
* assess the adequacy of audit scope and coverage

**MEETINGS**

The Committee will meet at least four (4) times per year and a special meeting may be held to review Council’s Annual Report and the annual financial statements.

A forward meeting plan, including meeting dates and agenda items, will be agreed to by the Committee each year and will address all of the Committee’s responsibilities as detailed.

Three (3) voting members constitute a quorum. If the Chair is absent the members present shall elect a person to preside at the meeting. The person presiding at any meeting shall have a casting vote.

The agenda for each meeting and supporting documentation will be circulated at least one calendar week prior to the meeting.

The Committee achieves independence by having independent members external to City of Darwin and its operations. It is highly desirable that all members exhibit an independence of mind in their deliberations and do not act as a representative of a particular area of City of Darwin, or with conflicts of interest.

**SELECTION AND APPOINTMENT**

The role of Community Member is to provide independent oversight to the City of Darwin’s risk management and internal audit processes, providing advice and recommendations to the Committee and Chair. Community members must be free from any management, business or other relationships that could be perceived to interfere with their ability to act in the best interests of the City of Darwin.

As part of an application, prospective Community Members should outline how they are knowledgeable of the duties and responsibilities of the position as outlined in the Committee’s Terms of Reference with particular focus on;

* local government legislative and regulatory requirements
* financial reporting
* auditing
* strategic risk management processes and practices
* analytical skills, objectivity and good judgement

Committee Members are appointed by the Elected Members of Council following recommendation by a selection panel which has been convened by City of Darwin with the power to interview and recommend suitable candidates. The process shall be transparent and accountable, with a written report on the selection process, detailing the qualifications and experience of all eligible applicants for the positions of community member/s and chair.

Please complete the nomination form below in applying for the position of Risk Management and Audit Committee Community Member.

**NOMINATION FORM**

Please apply using the form below and attach a copy of your resume.

A receipt of your application will be sent by email and you will be notified of the outcome of your application within six to eight weeks.

Expressions of Interest close **5pm 11th December 2020.**

**[ONLINE FORM]**

First Name: Click here to enter text.

Surname: Click here to enter text.

Postal Address: Click here to enter text.

Post Code: Click here to enter text.

Phone: Click here to enter text.

Email: Click here to enter text.

Organisation (if applicable): Click here to enter text.

Position title (if applicable): Click here to enter text.

Please describe why you wish to nominate for membership of Council’s Risk Management and Audit Committee?

Click here to enter text.

Noting the requirements outlined above, please describe the particular skills and knowledge you would bring to the Risk Management and Audit Committee?

Click here to enter text.

Please detail your qualifications and experience in relation to the position?

Click here to enter text.

Are you able to be an active member of the Committee through regular meeting attendance and electronic communications?

* Yes
* No

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City of Darwin will comply with the Information Privacy Principles contained in the Northern Territory Information Act. These principles protect the privacy of personal information collected and held by the Council. The Council's Privacy Policy explains how personal information is collected, used and stored. It also details how you can access your personal information. Council's privacy statement is available from the City of Darwin, Harry Chan Ave, Darwin or via the Council's website at www.darwin.nt.gov.au