


POSITION TITLE:	Audit & Risk Committee – Independent Member
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OUR STRATEGIC CONTEXT	
	<p>PURPOSE Our organisation is accountable, sustainable, and delivering effective services to our community.</p> <p>VISION Our community is a safe, inclusive, and creative city that celebrates and embraces its vibrancy of cultures.</p> <p>VALUES Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.</p> <p>COUNCIL PLAN A thriving and unique place; an inclusive and healthy community; and a people-centred and future ready city.</p>

<p>HOW YOUR ROLE CONTRIBUTES</p> <p>The Audit & Risk Committee is established under the <i>Local Government Act 2020</i> and operates in accordance with its charter and relevant legislation. Membership of the Committee comprises three independent members, one of whom is the chair, and two Councillors.</p> <p>The appointment of independent members to the Committee as outlined in the Charter enables the Committee to provide advice to the Council on matters related to its responsibilities based on broader skills and experience than might otherwise be the case and in so doing bring additional benefits to the Council.</p> <p>General competencies of the ARC members include:</p> <ul style="list-style-type: none"> • Local Government • Strategic Asset Management • Business Technology • Financial Expertise • Strategic Risk Management • Compliance and Fraud Prevention Management • Audit/Audit Planning

RESPONSIBILITIES	KEY OUTCOMES
Contribute to good governance and operational stewardship for the Council.	<ul style="list-style-type: none"> ➤ Effective and focused contribution to the Committee.
Providing specialist expertise and guidance.	<ul style="list-style-type: none"> ➤ Develop strong working relationships with the Council and Council staff. ➤ Suggestions of improvements and risk management and assurance.

KEY WORKING RELATIONSHIPS



- Internal:** Chief Executive Officer, Executive Manager Governance & Public Affairs, Governance Officers, Councillors
- External:** Internal Auditors, External Auditors

REQUIRED EXPERIENCE, SKILLS, AND COMPETENCIES

REQUIRED SKILLS AND COMPETENCIES

Accountability and extent of authority	<ul style="list-style-type: none"> • Capability to offer expert advice or regulate client actions in accordance with established policies, involving understanding and interpreting policies, and providing clear guidance to clients, ensuring compliance and accuracy with decisions subject to appeal or review by senior employees. •
Judgement and decision making	<ul style="list-style-type: none"> • Ability to assess well-defined objectives and selecting the most appropriate methods, technologies, or processes from a range of alternatives by leveraging extensive professional knowledge and experience, evaluating different options based on feasibility, efficiency, and effectiveness to make informed decisions that align with Councils goals. • High level of competence in addressing complex or technical issues that demand innovative and effective solutions by identifying root causes of problems, brainstorming potential solutions, evaluating their feasibility, and implementing the most effective ones through creative thinking and technical knowledge. • Ability to make impactful decisions that contribute to Councils outcomes by aligning actions with strategic objectives and applying advanced problem-solving skills while ensuring accountability for decisions made to maintain transparency and effectiveness
Management Skills	<ul style="list-style-type: none"> • Skills in managing time, setting priorities, and planning and organising work efficiently. • Understanding of personnel practices such as equal employment opportunity, occupational health and safety, and employee development with the ability to implement these practices effectively. • Ability to manage resources and achieve objectives within set timelines and available resources.
Interpersonal skills	<ul style="list-style-type: none"> • Demonstrated success in working within effective and focused teams. • Ability to relate and communicate with all levels of the organisation including elected members, Council Executive staff and operational staff. • Skilled in building cooperation and gaining support from clients, the public, and other Employees to efficiently manage activities and supervise team members. • Able to collaborate with external stakeholders and internal teams to address specialist issues by effectively communicating, building strong relationships, coordinating efforts across functions, and resolving cross-functional challenges efficiently. • Proficient in fostering positive relationships and facilitating effective communication to achieve organisational objectives and resolve problems.
Qualifications, Specialist knowledge and skills	<ul style="list-style-type: none"> • Experience in providing advice and direction to public sector organisations. • Excellent working knowledge of the operations of Audit and Risk Committees. • Ability to make a pro-active contribute to the Committee based upon your skills, experience and abilities. • Relevant experience in a discipline relating to Council operations. This could include: finance, governance, asset management, project management, organisational design or risk management. • Must possess a current [Working with Children Check/Valid Police Check] or be willing to obtain both prior to commencing employment

- This role may be required to complete routine medical checks, undergo fit to work testing, update their police check as necessary, and maintain a current Working with Children Check to ensure compliance with organisational policies and safeguarding standards.
- **Licensing and Background Checks:** Current Victorian driver’s licence, ability to complete a satisfactory police check, and a current Working with Children Check (WWC).

WHAT WE ARE ALL RESPONSIBLE FOR



Workplace Health, Safety and Wellbeing:

We are committed to maintaining a healthy and safe work environment for all employees, contractors, volunteers, and visitors and recognise that this is an integral part of our business. This commitment extends to ensuring activities do not place any person at risk.

Diversity, Equity, and Inclusion:

We are committed to fostering a diverse and inclusive workplace that values everyone's contributions, lived experience, and expertise. A workplace where everyone is supported to thrive and be authentic.

Code of Conduct:

We are committed to the provision of the best possible services to the community in a fair, equitable and inclusive manner and requires all employees to adhere to the standards of conduct.

Service Promises:

We Empathise | We are Responsive | We are Transparent | We are Consistent | We Follow Through

Safeguarding Children and Young People:

We have a zero tolerance to child abuse. All Council officers, including employees, contractors, volunteers, and Councillors have a legal and moral obligation to keep children safe and promote their best interests.

Sustainability:

We’re committed to a sustainable Stonnington, working together with our community to create a healthy future for us all.

Review date: