

# Application Guide

## Audit and Risk Committee Chairs and Members Scheme

September 2023

This guide will help you understand the application process to the SCM2421 Audit and Risk Committee Chairs and Members Scheme. It covers key areas required for a compliant application.

### Application types

Please select the correct type of application when making your submission. Your application should demonstrate that you have the experience and knowledge suitable for the role being applied for.

The different application types are:

Application type	Definition
Independent member only	<p>Application demonstrates:</p> <ul style="list-style-type: none"> <li>• Extensive senior level experience in governance and management of complex organisations.</li> <li>• Ability to read and understand financial statements.</li> <li>• Capacity to understand the ethical requirements of government (including potential conflicts of interest).</li> <li>• Functional knowledge in a number of areas. These functional areas are detailed in the application form.</li> <li>• Capacity to form independent judgements.</li> <li>• Willingness to constructively challenge / question management practices and information.</li> <li>• An professional and ethical approach to the exercise of duties.</li> <li>• Capacity to devote the necessary time and effort to the responsibilities.</li> </ul> <p>A relevant professional qualification or membership (eg IIA, CPA, CA) is desirable but not essential.</p>
Independent member and chair	<p>As well as all the attributes of an independent member, the following must also be demonstrated:</p> <ul style="list-style-type: none"> <li>• Leadership qualities and the ability to promote effective working relationships in complex organisations.</li> <li>• Ability to communicate complex and sensitive assessments in a tactful manner to senior management, board members and Ministers.</li> </ul>

	<ul style="list-style-type: none"> <li>• Sound understanding of: <ul style="list-style-type: none"> <li>○ The principles of good organisational governance and capacity to understand public sector accountability, including financial reporting.</li> <li>○ Internal audit operations, including selection and review of chief audit executives.</li> <li>○ Risk management principles.</li> </ul> </li> </ul>
Upgrade from member only	Use this type if you are an already qualified independent member who is applying to also be considered as an independent chair.
Removal of limitation	If you were originally prequalified in relation to a specific agency and now want your prequalification to be broadened, choose this application category.

### What you need to submit your application

You can save your application at any time before submitting it. You will need the following to complete your application:

Resume / curriculum vitae / CV	Needs to be uploaded into your application.
Time to complete a valid application	<p>At least 30 minutes.</p> <p>As part of the application you are required to self-assess and illustrate your professional experience across 12 different types of functional areas.</p> <p>The assessment panel will not consider applications where skills and experience are not described in the application form. Do not write 'refer to CV', or similar, in your application.</p>
Perform a self-assessment of your functional experience across 12 different areas	<p>You must provide an explanation of your self-assessment through the written response to each functional area.</p> <p>As a rough guide, an 'expert' in an area would have more than five years direct professional experience.</p>

### The assessment process

Once submitted your application will be reviewed by the Scheme Secretariat for completeness. Incomplete applications are not considered for assessment and will be rejected.

Complete applications are forwarded to a panel of assessors, for their consideration against the criteria in the scheme Conditions. The panel consists of five (5) individuals from within the NSW Government and external independent assessors.

The assessment period typically takes several weeks. If your application is urgent, please contact [auditriskmembers@treasury.nsw.gov.au](mailto:auditriskmembers@treasury.nsw.gov.au).

If the assessment process identifies a need for further information or verification by referees, you will be contacted via email by the Secretariat.

Once assessed, you will be informed of the outcome by email.

### Questions?

If you have questions, or problems submitting your application, please email [auditandriskmembers@treasury.nsw.gov.au](mailto:auditandriskmembers@treasury.nsw.gov.au)