



Audit Committee Prequalification Scheme Application Form

Name:	
Date Submitted:	

Introduction

The Institute of Internal Auditors–Australia (IIA–Australia) has established an Audit Committee Prequalification Scheme (Scheme).

The purpose of the Scheme is to:

- Prequalify prospective independent Audit Committee chairs and members.
- Maintain a register of the prequalified people.
- Provide targeted access to the register for organisations seeking to appoint independent chairs and members to their Audit Committee.

The Scheme is open to Professional Members of the IIA–Australia.

Audit Committee Chairs

It is expected an Audit Committee chair will:

- Be a good communicator who facilitates discussion and focuses on matters of relevance and importance.
- Devote sufficient time to prepare for committee meetings and engage with the Board of Directors, Chief Executive Officer, Senior Executives and other stakeholders outside committee meetings.
- Have the active support of, and effectively engage with, the Chief Executive Officer or equivalent position.
- Have a good understanding of the organisation, industry or sector.
- Effectively plan and manage committee meetings to enable the committee to undertake its functions and responsibilities as outlined in the Audit Committee Charter.
- Maintain an open and constructive relationship with senior management, internal audit, risk management, other committees and the external auditor.
- Have a clear understanding of the functions and responsibilities of the Audit Committee, its position within the organisation’s governance structure, and the organisation’s work.
- Arrange for all Audit Committee members to maintain an up-to-date knowledge of the organisation and its activities.

Audit Committee Members

It is expected Audit Committee members will:

- Be good communicators who focus on matters of relevance and importance.
- Devote sufficient time to prepare for committee meetings and engage with the Board of Directors, Chief Executive Officer, Senior Executives and other stakeholders outside committee meetings.
- Express opinions in a clear and constructive manner, ask questions that draw out the key issues, and pursue independent lines of enquiry.
- Understand the organisation’s culture and values, and bring a thoughtful approach to the ethical issues that might be faced.
- Take a professional approach to their responsibilities, including an appropriate commitment of time and effort.
- Convey technical matters to other members of the Audit Committee, where members have been chosen for particular technical skills.
- In the public sector, have a security clearance at a level commensurate with the security classification of documents accessed by members, or be willing to obtain one.

Applicant Details	
Name:	
This application is for:	
Audit Committee Chair	<input type="checkbox"/> Yes <input type="checkbox"/> No
Audit Committee Member	<input type="checkbox"/> Yes <input type="checkbox"/> No
Current Employer:	
Current Position:	
Telephone:	
Mobile Telephone:	
E-mail:	
Address:	
Education:	
Professional Certifications:	
Professional Organisation Memberships:	
Current Security Classification:	
Specific Industry Experience:	
Summary of Relevant Experience:	

Current Board and Audit Committee Memberships				
Organisation	Role	Term	Start Date	End Date

Experience:	Expert	Sound	Some	No
Governance				
Risk management				
Internal audit				
External audit				
Controls, compliance and fraud control				
Business operations				
Performance management				
Human Resource management				

Information Technology				
Project management				
Other (please specify)				

Capability Statements	
<p>1. Extensive senior level experience:</p> <ul style="list-style-type: none"> • Governance and management of complex organisations. • Ability to read and understand Financial Statements. • Capacity to understand ethical requirements, including conflict of interest. 	
<p>2. Functional knowledge in areas such as:</p> <ul style="list-style-type: none"> • Governance. • Risk management. • Internal audit. • External audit. • Controls, compliance and fraud control. • Business operations. • Performance management. • Human Resource management. • Information Technology. • Project management. • Other (please specify). 	
<p>3. Capacity to form independent judgements and willingness to constructively challenge and question management practices and information.</p>	
<p>4. Professional and ethical approach to the exercise of duties, together with capacity to devote the necessary time and effort to the responsibilities of Audit Committee membership.</p>	

Declaration – Part 1	
Have you ever been convicted of a criminal offence or is there a charge pending?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been refused membership, or had membership forfeited, of a statutory, professional or other body?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been subject to disciplinary proceedings by a statutory, professional or academic institution or other body?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you presently under any order of the court, are you a bankrupt, have you made any assignment for the benefit of your creditors, or have you executed an authority under Part X of the Bankruptcy Act 1966 within the last 3 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you subject to a notice not to manage a corporation as provided in Section 206, Part 2D.6 of the Corporations Act 2001?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you aware of any real, potential or perceived conflicts of interest that could result from your appointment to an Audit Committee?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been the subject of adverse findings by an anti-corruption body or similar body in any jurisdiction in Australia or internationally?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a lobbyist or an employee, contractor or person otherwise engaged by a lobbyist?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered 'yes' to any of these questions, please provide relevant information in a separate attachment to this application form to enable further considered assessment	
Declaration – Part 2	
Are you a Professional Member of the IIA–Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No
I have read and agree to be bound by the provisions of the IIA–Australia Constitution and By-laws prescribing ruling on the standards of practice and professional conduct, including the International Professional Practices Framework, a requirement by the IIA–Australia to be observed.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I have read and will abide by the Code of Ethics adopted by the IIA–Australia to govern its members.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I undertake to familiarise myself with the Code of Conduct for any organisation interested in securing my services	<input type="checkbox"/> Yes <input type="checkbox"/> No
I agree to produce any further evidence and information in relation to this application as may be required by the IIA–Australia to attest the information is true and correct.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I have read the Privacy Statement contained in this application form and I consent to my personal information being collected, used and disclosed for the purposes of my application to be considered for the IIA–Australia Prequalification Scheme for Audit Committee Chairs and Members.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The information provided in this application (including any attachments) is true and correct and I make it in the knowledge that a person making a false declaration is liable to the penalties of perjury.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Privacy Statement	
In consideration of the IIA–Australia's evaluation of my suitability to be listed on its database of prequalified persons for roles as independent chairs and members of Audit Committees, I understand and agree that confirmation of my responses may be sought. These checks may include, but are limited to, criminal history and verification of my	<input type="checkbox"/> Yes <input type="checkbox"/> No

qualifications, certifications and professional memberships. I hereby authorise the IIA–Australia and its authorised nominees to collect, use, disclose and store personal information about me from third parties, for the purpose of verifying my experience and qualifications.	
I allow third parties holding personal information about me to release such information to the IIA–Australia and its authorised nominees.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Applicant Signature:	Date:

Attachments	
I have attached copies of the following documents:	
Professional CV	<input type="checkbox"/> Yes <input type="checkbox"/> No
Capability Statement against the evaluation criteria	<input type="checkbox"/> Yes <input type="checkbox"/> No
Professional Referee Report 1	<input type="checkbox"/> Yes <input type="checkbox"/> No
Professional Referee Report 2	<input type="checkbox"/> Yes <input type="checkbox"/> No

Professional Referee Report	
Applicant Name:	
Referee Name:	
Referee Occupation:	
Referee Telephone:	
Referee E-mail:	
Referee Address:	
How you know the Applicant:	
Referee Comments:	
Extensive senior level experience: <ul style="list-style-type: none"> • Governance and management of complex organisations. • Ability to read and understand Financial Statements. • Capacity to understand ethical requirements, including conflict of interest. 	
Functional knowledge in areas such as: <ul style="list-style-type: none"> • Governance. • Risk management. • Internal audit. • External audit. • Controls, compliance and fraud control. • Business operations. • Performance management. • Human Resource management. • Information Technology. • Project management. • Other (please specify). 	
Capacity to form independent judgements and willingness to constructively challenge and question management practices and information.	
Professional and ethical approach to the exercise of duties, together with capacity to devote the necessary time and effort to the responsibilities of Audit Committee membership.	
Referee Signature:	Date: