



# Expression of Interest

Independent External Member – Audit and Risk Committee

**Expressions of Interest close 4:00pm (AWST) 23 February 2024**

## Background

The City of Busselton ('the City') is a local government situated in the south west region of Western Australia covering an area of 1,454 square kilometres. The City is part of the Noongar country that is called the Wadandi Boodja. The City has approximately 43,000 residents who are represented by the Council.

The Council comprises the Mayor and eight other elected members with council meetings held monthly. The *Local Government Act 1995* requires that all local governments have an audit committee. The City has established an Audit and Risk Committee whose membership currently consists of all elected members.

Having at least one independent external member on an audit committee has been a long-established practice in other states and local governments in Western Australia have increasingly included independent external members on their audit committees.

At its meeting on 29 November 2023, Council resolved to amend the terms of reference for the Audit and Risk Committee to provide for one independent external member to be appointed to the committee, which will take the total number of the committee members to ten. The independent external member will be appointed for a period of up to two years with the term ending on the day of the next ordinary Council election.

## Legislative Framework

The principal legislation is the Local Government Act 1995 (the Act). There are several subsidiary regulations which apply to the purpose and function of audit committees.

The requirement to have an audit committee is set out in Part 7 of the Act which also covers the essential requirements for appointment of auditors and conducting audits. This part was expanded significantly in 2017 to allow for financial and performance audits to be done by the Office of Auditor General (OAG). The detailed requirements for appointing auditors, developing an audit plan and conducting and reviewing audits are dealt with under the Local Government (Audit) Regulations 1996.

## Obligations and Entitlements

It is essential that nominees are able to commit to the full term of the Committee.

### Meeting schedule

The Committee meets at least four times a year under its Terms of Reference, and each meeting lasts about two hours. A schedule of meetings is adopted for each calendar year. As a guide, at least two hours should be allowed to consider the matters in the agenda, prior to the meeting.

### Term of office

Pursuant to the Local Government Act an independent committee member should be appointed for a term expiring on the next ordinary election day. This means that the term will cease on the election date in October 2025.

### Code of Conduct

All committee members must abide by the Code of Conduct for Elected Members, Committee Members and Candidates.

### Terms of Reference

Independent committee members must work within the scope of the Audit and Risk Committee's Terms of Reference.

### **Fees and expenses**

The Local Government Act 1995 allows for payment of an attendance fee to Committee members. For a Band 1 local government the permitted attendance fee range is from \$0 up to \$415. Reimbursement of reasonable expenses is also permissible in accordance with the Local Government (Administration) Regulations 1996 and the applicable Salaries and Allowances Tribunal determination. It is recommended that attendance fees be set at the top of the range (subject to Council approval).

### **Expression of Interest and Selection Criteria**

The City of Busselton is seeking nominations for one independent external member to join the Audit and Risk Committee.

Nominations to join the City's Audit and Risk Committee will be for a term commencing from the date of appointment until 18 October 2025 (being the date of the next local government ordinary election).

Nominations open on 6 February 2024 and close at **4:00pm (AWST) 23 February 2024**.

The selection criteria for the independent external member:

1. A suitably qualified person with demonstrated high level of expertise and knowledge in financial management, risk management, governance and audit (internal and external);
2. Understanding of the duties and responsibilities of the position; ideally with respect to local government financial reporting and auditing requirements;
3. An appreciation of the values of the City, its core activities and the capacity to appreciate what the community needs from the City;
4. Strong communication skills; and
5. Relevant skills and experience in providing independent expert advice.

Nominees for the independent external member must have no operating responsibilities with the City and must not provide paid services to the City either directly or indirectly.

The successful respondent will be required to complete a confidentiality agreement and confirm that they will adhere to the City of Busselton Code of Conduct for Elected Members, Committee Members and Candidates.

### **Evaluation Process**

After the Expression of Interest period closes, nominations will be reviewed internally. The internal review may require the City to see clarifications from the nominee. An assessment will be made by the CEO and a report will be prepared for the Council recommending an appointment to the Audit and Risk Committee. This is likely to be in March 2024.

Everyone who nominates will be notified when the report is due to be considered by Council. Members of the public are welcome to attend the Council briefing and Council meeting to ask questions or comment.

## How to lodge your Expression of Interest

Applicants are requested to submit:

1. An expression of interest addressing the selection criteria and outlining relevant skills and experience; and
2. a current CV.

Responses to the Expression of Interest must be received by **4.00 pm (AWST) Friday 23 February 2024**. All responses should be marked for the attention of **Sarah Pierson, Director Corporate Strategy and Performance**.

Electronic responses may be lodged via the City's corporate email address [city@busselton.wa.gov.au](mailto:city@busselton.wa.gov.au). Responses may also be hand delivered to the City Administration Building at 2 Southern Drive, Busselton or posted to City of Busselton, Locked Bag 1 Busselton WA 6280.

## Contact for further information

For further information about this Expression of Interest please contact:

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**Manager Legal and Governance**  
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