

Expression of Interest - Independent Members - Audit, Risk and Improvement Committee

The Shire of Ashburton (the Shire) is seeking expressions of interest from suitably qualified and experienced external independent persons for the following roles on the Shire's Audit, Risk and Improvement Committee (ARIC):

- Presiding Member; and a
- Deputy of the Presiding Member.

Invitations are invited for experienced professionals with expertise in risk and financial audit management to express their interest in serving in these roles on the Shire's ARIC.

This is a unique opportunity to support the Shire and the local community by actively contributing to governance excellence.

Selection

Your application will be assessed against the following selection criteria.

Essential

Applicants must:

1. Be a natural person, who is either an Australian Citizen or a Permanent Resident. Companies or other corporate entities are not eligible.
2. Have current qualifications and/or demonstrated extensive senior experience relevant to one or more of the following:
 - Financial management
 - Audit and assurance
 - Governance, compliance
 - Risk management
 - Fraud, cyber security, internal controls
3. Not have been subject to bankruptcy or insolvency proceedings under the *Bankruptcy Act 1966* (Cth).
4. Not have been convicted of a serious local government offence; or convicted of a criminal offence for which the indictable penalty was or included imprisonment for more than 5 years.

Desirable

1. Demonstrated experience working with government and/or institutional governing bodies responsible for diverse and complex legislative functions.
2. Demonstrated knowledge and/or experience working in or with local governments.

- 
3. Experience in presiding at local government council or committee meetings and/or meetings conducted in accordance with formal rules for conduct, participation and voting.
 4. Demonstrated leadership, facilitation and communication skills, in complex compliance environments.

Application requirements

Applicants are required to complete the Expression of Interest – Respondent Form, providing relevant information requested in each field.

Applicants may submit additional information, as the applicant considers appropriate, limited to a maximum of 3 x A4 pages.

Submit your application

Applications close at 5:00pm on Sunday 12 October 2025 by [webform](#), email or post (marked confidential), addressed to the Chief Executive Officer at soa@ashburton.wa.gov.au, or to PO Box 567, Tom Price WA 6751.

For any other queries, please contact the Shire's Manager Governance, Jasmine Bray on 0424 155 982, or by email to jasmine.bray@ashburton.wa.gov.au

Supporting Information

1. Background

Pending reforms to the *Local Government Act 1995* (the Act) through the *Local Government Amendment Act 2024*, will introduce changes to local government Audit Committee, functions.

The Presiding Member and a Deputy of the Presiding Member of the ARIC will be required to be persons who are not:

- a current Elected Member of the Shire or another local government; or
- an employee of a local government.

Former Elected Members are eligible to apply.

The legislative amendments are expected to be effective after the 2025 ordinary local government election. The Shire has taken the initiative pending the legislative changes commencing, to establish an ARIC and appoint, in accordance with the amended Committee membership, that must include:

- An independent external Presiding Member; and
- An independent external Deputy of the Presiding Member

.

2. Audit, Risk and Improvement Committee

This Committee functions include guiding and assisting the Shire carrying out its broad audit obligations in regard to financial management, monitoring internal and external financial performance, advising the CEO relevant to internal controls, risk management and compliance ensuring governance integrity and accountability, and supporting the overall transparency and strengthening of financial and risk oversight.

The Committee primarily supports the Shire's functions under:

- Part 6 (Financial Management) and Part 7 (Audit) of the Act;
- Regulation 16 (Committee Functions) and Regulation 17 (CEO Review) of the *Local Government (Audit) Regulations 1996*; and
- Regulation 5(2) (Financial Management Systems Reviews) of the *Local Government (Financial Management) Regulations 1996*.

This Committee meets at least 4 times per year, following the adoption of an annual meeting schedule.

Meetings are held on the morning of Ordinary Council Meeting days. To support the community Ordinary Council and Committee meetings are held on a rotational basis in the Shire's four primary towns – Tom Price, Paraburdoo, Onslow and Pannawonica.

Meeting are called, convened and conducted in accordance with the Act and *Local Government (Administration) Regulations 1996*. The conduct of all Council and Committee meetings is managed in accordance with the Shire's *Standing Order Local Law 2012*. However, it recognised that future legislative reforms will prescribe statewide standardised meeting procedures to guide the conduct of future Council and Committee meetings.

Further information on this Committees adopted terms of reference can viewed via this link: [Shire of Ashburton](#).

3. Overview of Committee Administration

- The Shire's Chief Executive Officer (CEO) is responsible for determining and preparing Committee meeting agendas, inclusive of officer reports and recommendations for consideration.
- This Committee's decision-making authority is limited to making recommendations that are referred to a Council meeting for decision. The Committee therefore cannot instruct, or direct the Shires administration, or commit to a particular course of action, unless the Committee's recommendation to do so, has been endorsed by Council.
- Committee meetings are generally held in-person. However, the Act currently provides provisions that enable up to half the number of meetings held in any 12-month period to be held by electronic means. Furthermore, committee members can attend meetings by electronic means, if approved, for up to half the in-person meetings held in any 12 month period.
- The Shire's provides administrative support, including the CEO and professional staff attending meetings, minute taking and provision of advice and support.
- Meeting minutes, including Committee recommendations to the Council are required to be published on the Shire's official website.
- Appointments to the ARIC following the 2025 Local Government Election will expire on 16 October 2027.

- All Council's committee meetings are open to the public, with provisions to enable a committee to resolve to go behind closed doors to discuss matters prescribed as confidential.

4. Independent External Member Roles and Responsibilities

Appointment to the Shire's ARIC, is an appointment to specified office that is a member of this committee in accordance with the provisions of the Act. The specified offices prescribed, are:

- **Presiding Member** – refer to the Act s.5.12(1) and the yet to be proclaimed s.7.1A (*Local Government Amendment Act 2023*);
- **Deputy Presiding Member** refer to the Act s.5.11A and the yet to be proclaimed s.7.1B (*Local Government Amendment Act 2023*).

Any appointment is not a contract for supply of services or employment. It is a legislative appointment by the Council, by absolute majority decision, to a statutory office.

4.1 Audit, Risk and Improvement Committee - Presiding Member Responsibilities

The Presiding Member is responsible for ensuring meetings are conducted in accordance with the Act and the *Shire's Standing Orders Local Law 2012* or any applicable standardised meeting procedures prescribed. This includes:

- Preparing to attend ARIC meetings, including in advance of committee meetings:
 - prerequisite reading of agenda and attachments to the agenda, and
 - seeking advice, additional information, or clarifications regarding matters included in the agenda from the Shire's CEO.
- Attending and presiding at meetings, facilitating the meeting to progress through the order of business specified in the agenda.
- Maintaining orderly conduct of the meeting.
- Comply with the *Local Government (Model Code of Conduct) Regulations 2021* and the adopted Shire of Ashburton Code of Conduct for Council Members, Committee Members and Candidates.
- Disclosing direct financial, indirect financial, proximity and impartiality interests in relation to matters considered by the committee, as required by the Act.
- Facilitating the process of motions, including debate and voting requirements.
- Participating in debate, contributing your expertise and experience in the decision-making process and vote.
- Liaising with the Shire's CEO, seeking advice or support to ensure the committee compliance, operational and business requirements are met.

4.2 Audit, Risk and Improvement Committee – Deputy of the Presiding Member

Perform the functions, responsibilities and obligations of the ARIC Presiding Member, when the Presiding Member is unable to attend a meeting, as detailed in clause 4.1.

5. Remuneration

Council have determined the meeting attendance fee to be paid the Presiding Member of the ARIC (or the Deputy of the Presiding Member, when performing the functions of the Presiding Member) is \$450 per meeting, which is the maximum attendance fee prescribed in the current Salaries and Allowances Tribunal (WA) Determination for Local Government Chief Executive Officers and Council Members.

The meeting attendance fee is paid in arrears for each meeting attended whether by electronic means (as prescribed by the Act) or in person, and is inclusive of:

- time required to prepare adequately for meetings (consideration of agenda papers and consultation with Shire staff); and
- meeting attendance.

Accommodation

Where an ARIC meeting is attended in person (at least two meeting per year, unless the Act is amended to enable additional meeting attendance by electronic means in any 12 month period), the Shire is responsible for arranging and funding accommodation for attendance where travel is required away from the appointed Presiding Member's (or in the absence of the Presiding Member, the Deputy Presiding Member's) normal place of residence.

When in person attendance is required transit accommodation will be arranged for one night prior to a scheduled meeting and one night after. Any additional accommodation will be at the Presiding Member's own expense, unless the CEO determines otherwise.

Travel

By Air

Where the Presiding Member (or in the absence of the Presiding Member, the Deputy Presiding Member) lives outside of the Shire of Ashburton district. The Shire will arrange and pay for flights to and from the Perth Airport to an airport in the district closest to the meeting location.

The Shire will also arrange and fund cabcharge costs for the travel to and from the place of normal residence to the Perth Airport.

The Shire will arrange or provide the Presiding Member (or in the absence of the Presiding Member, the Deputy Presiding Member) transportation to and from a local airport to the allocated transit accommodation.

By Vehicle – Local

Where the Presiding Member (or in the absence of the Presiding Member, the Deputy Presiding Member) lives or works in the Shire of Ashburton district or an adjoining local government district, travel by their own vehicle will be reimbursed for attendance at an in person meeting to and from their normal place of residence/work at the following rates per kilometre.

- Vehicle 1600cc or under, or an electric vehicle - 61.21c
- Vehicle 2600cc and under - 74.12c
- Vehicle 2600cc and over - 1.03.52c

Meal Costs

Meals will be reimbursed on the completion of a reimbursement application (with receipts being supplied) up to the value of \$130 per day, or as otherwise provided in the Council Policy – Elected Member Entitlements.