

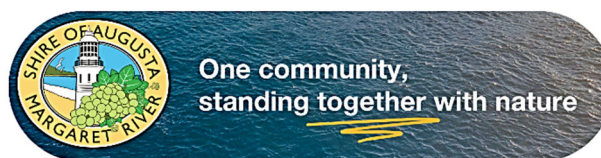


Expression of Interest

Audit, Risk and Improvement Committee

INDEPENDENT EXTERNAL MEMBER

Alignment to the
**Strategic Community Plan
2025-35**



Caring for our natural environment	Managing our built environment
E1 Natural landscapes are protected and managed to preserve and restore their biodiversity and cultural values. E2 New development is concentrated within clearly defined areas to avoid impacts on remaining farmland and ecosystems. E3 Waste is minimised with a focus on keeping resources in circulation. E4 The Shire and community are committed to climate action, reducing carbon emissions and achieving net zero. E5 Industry, government, community and visitors understand, respect, and steward the environment. E6 Water resources are protected and well-managed to ensure ecosystems flourish in the region. E7 Strong community partnerships support environmental initiatives and projects.	B1 Townsites develop in a manner that retains their unique identity and encourages community connection, safety and vibrancy. B2 Active lifestyles are supported through a range of facilities, sports and recreation opportunities and public open space. B3 Community halls, libraries and other facilities continue to evolve to meet our community's needs. B4 A well-connected network of paths, cycle trails, roads and transport options allows safe movement through and between townsites. B5 Residents and seasonal workers have access to a diverse range of housing options that meet their needs and budgets. B6 Our built environment is functional, sustainable, accessible, safe, and sympathetic to the surrounds.
Looking after our growing community	How we work
C1 Our healthcare, childcare, aged care and education services are well-resourced and responsive to the needs of a growing and ageing population. C2 Young people feel valued, empowered and engaged, and have good opportunities for building a future here. C3 Our community's wellbeing is supported by a variety of services, programs and community groups that build strength and connection. C4 Farmers and local businesses feel valued and can thrive in a supportive economic and regulatory environment that acknowledges our responsibilities to future generations. C5 We are welcoming and inclusive to all, regardless of background and ability, and our multicultural community is enriched by Wadandi Pibelman culture and knowledge. C6 The health, safety and resilience of our communities is supported through a coordinated approach of risk management, response and recovery. C7 Our vibrant arts and events showcase and celebrate our unique identity, bring public spaces to life, and create meaningful experiences for all.	W1 We act with a community-first mindset, where customer service is the responsibility of all staff. W2 Our communication reflects integrity, care, and a commitment to building enduring relationships with our community. W3 We actively listen, engage and collaborate with our whole community to better understand all perspectives to inform our decision-making. W4 We demonstrate ethical leadership at all levels in our organisation, making decisions in an open, transparent and accountable way. W5 We embrace a courageous mindset to meet the unique challenges of our times, pursuing bold and creative ideas for a sustainable future. W6 We manage our finances responsibly, investing in services and assets that deliver sustainable, long-term value for now and the future. W7 We provide a supportive, empowering and safe environment that encourages Council and staff to deliver to their best potential. W8 We ensure our processes, systems and services are fit-for-purpose and evolve to meet the diverse needs of all who use them.

The Shire of Augusta Margaret River acknowledges we are on Wadandi and Pibelman Boodja, whose ancestors and their descendants are the Cultural Custodians of this Country. We acknowledge the Wadandi and Pibelman have been Custodians since the land was soft (creation times) and continue to perform age old ceremonies of celebration, initiation and renewal. We acknowledge their living culture and their unique role in the life of this region. The Shire is committed to Aboriginal Australians sharing fairly and equitably in the region's cultural, social, environmental and economic future.

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1. Background

The Shire of Augusta Margaret River (Shire) is a local government situated in the south west region of Western Australia. The estimated resident population is 18,620 covering an area of 2,123 square kilometres.

The Council comprises the Shire President and seven other elected members with council meetings held monthly. The *Local Government Act 1995* (LG Act) requires that all local governments have an audit committee. The Shire has established an Audit, Risk and Improvement Committee (ARIC) whose membership consists of:

- a) The Shire President and three Councillors of the Shire;
- b) A proxy in the absence of the Shire President or other appointed delegates; and
- c) Two independent external members.

The objectives of the Committee are to:

1. Review and recommend to Council actions arising from audits, compliance audits, and reviews under Regulation 17 of the Audit Regulations.
2. Review and recommend improvements to the Shire's systems and procedures relating to:
 - a) Financial management
 - b) Legislative compliance
 - c) Risk management
3. Review and recommend improvements to the implementation of actions that the Shire has:
 - a) Been required to take under s7.12A of the LG Act
 - b) Stated it has taken or intends to take under s7.12A(4)(a)
 - c) Otherwise decided to take in response to audit, compliance or review reports, or CEO advice under s8.6(1)(a) or s8.23(4)(a).
4. Receive and verify the annual Local Government Statutory Compliance Return.
5. Advise Council on significant high level strategic risk management issues related to the Shire.
6. Discharge the functions outlined in Regulation 16 of the *Local Government (Audit) Regulations 1996* or any other written law.

The resignation of Independent Member on 28 May 2026 has created a vacancy in the position of Independent Deputy of the Presiding Member of the ARIC. The Deputy Member to the Presiding Member will act when the Presiding Member is unavailable. When not acting in the role of Presiding Member, the Deputy of the Presiding Member participates as an ordinary member of the ARIC.

2. Legislative Framework

The ARIC is established under sections 5.8 and 7.1A of the LG Act and operates in accordance with the *Local Government (Audit) Regulations 1996*. The requirement for local governments to establish an ARIC forms part of the sector governance reforms introduced through recent amendments to the LG Act and supporting regulations. The ARIC assists Council to fulfil its responsibilities in relation to audit, risk management, governance, compliance and organisational improvement.

In accordance with its Terms of Reference (TOR), the ARIC's role includes reviewing and making recommendations to Council on matters arising from external audits, compliance audits and reviews conducted under Regulation 17 of the *Local Government (Audit) Regulations 1996*; monitoring the effectiveness of the Shire's financial management, risk management and legislative compliance systems; overseeing the implementation of audit recommendations and improvement actions; reviewing the annual Compliance Audit Return; and advising Council on significant strategic risk matters.

The ARIC has no delegated powers under the LG Act and acts in an advisory capacity only. The Committee is a formally appointed committee of Council and is responsible to Council for providing independent advice and recommendations. The ARIC does not have executive powers, management responsibilities or delegated financial authority, and it does not direct or undertake operational activities. Its role is to support informed decision-making by Council through independent oversight and review.

Section 5.11A(3) of the LG Act provides that the function of a deputy member is to perform the functions of the member when the member is unable to do so due to illness, absence or another cause. In addition, section 7.1B of the LG Act requires a local government to appoint an Independent Deputy of the Presiding Member to an ARIC.

3. Obligations and Entitlements

Meeting schedule

The ARIC meets at least four times a year under its TOR and each meeting lasts approximately 30 minutes. A schedule of meetings is adopted for each calendar year. As a guide, 0.5 to 1 hour should be allowed to consider the matters in the agenda, prior to the meeting.

Term of office

Pursuant to the LG Act, an independent 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 of 16 October 2027.

Code of Conduct

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

Terms of Reference

Independent members must work within the scope of the ARIC TOR.

Fees and Expenses

The LG Act allows for payment of an attendance fee to committee members. Pursuant to the Salaries and Allowances Tribunal (SAT) Determination, for a Band 1-4 local government the permitted attendance fee range is from is \$105 to \$1,215. Local governments are required to resolve that fees represent value for money. Based on the State Government's Audit and Financial Advisory Services Common Use Agreement (CUA), Council resolved the appropriate fee to be \$500 per meeting. In reaching this determination, the following considerations were applied:

- Benchmarking against the State CUA indicates that equivalent partner / director advisory services would reasonably equate to 1–1.5 hours of work, including meeting attendance and pre-reading.
- ARIC meetings typically run for approximately 30 minutes, with an estimated 0.5–1 hour of preparation, aligning with this workload assumption.
- A \$500 fee is consistent with the upper range of fees paid to independent members of other committees, while remaining well below the SAT maximum.
- The proposed fee represents a reasonable balance between attracting suitably qualified independent members and ensuring value for money.

Reimbursement of reasonable expenses is also permissible in accordance with *Local Government (Administration) Regulations 1996* and the applicable SAT Determination.

4. Expression of Interest and Selection Criteria

The Shire is seeking nominations for one independent external member to join the ARIC.

Nominations **open 7 September 2026** and **close at 4.00pm 21 September 2026**.

The selection criteria for the independent external member are:

1. A suitably qualified person with demonstrated high level of expertise and knowledge in financial management, accounting, and financial 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 Shire's values, its core activities and the capacity to appreciate what the community needs from the Shire;
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 Shire and must not provide paid services to the Shire either directly or indirectly.

The successful respondent will be required to complete a confidentiality agreement and confirm that they will adhere to the Shire's Code of Conduct for Council Members, Committee Members and Candidates.

5. Evaluation Process

After the EOI period closes, nominations will be reviewed internally. The internal review may require the Shire to seek clarifications from the nominee. An assessment will be made by the CEO and a report will be prepared for Council recommending an appointment to the ARIC.

All nominees will be notified when the report is due to be considered by Council.

6. How to Lodge your Expression of Interest

Applicants are requested to submit:

- a) An expression of interest addressing the selection criteria and outlining relevant skills and experience; and
- b) A current CV.

Nominations must be received by 4.00pm 21 September 2026. All responses should be marked for the attention of Melanie Stevens, Director Corporate and Customer Services.

Electronic nominations to be lodged via email: amrshire@amrshire.wa.gov.au

Hard copy nominations to be hand delivered to: Shire Administration Building, 41 Wallcliffe Road, Margaret River, or posted to PO Box 61 Margaret River.

For further information please contact:

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