



## Expression of Interest

Independent External Member – Audit and Organisational Risk Committee

**Expressions of Interest close 4:00pm (AWST) 31 July 2024**

## Background

The City of Karratha ('the City') is a local government situated in the north west region of Western Australia. The lands within City of Karratha boundaries have been occupied by ancestors of the Ngarluma, Yindjibarndi, Mardudhunera and Yaburara peoples for more than 30,000 years. The City has approximately 23,000 residents who are represented by the Council.

The Council comprises the Mayor and nine 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 Organisational Risk Committee whose membership currently consists of 4 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 26 February 2024, the Committee resolved to amend the terms of reference for the Audit and Organisational Risk Committee to provide for a maximum of two (2) independent external member to be appointed to the committee, which will take the total number of the committee members to six, plus administration staff.

## 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 carried out 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 three times a year under its Terms of Reference, and each meeting lasts about one hour. 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.

Attendance by the preferred candidate at meetings can be in-person or via remote access through Microsoft Teams.

### 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 on 18 October 2025.

### Code of Conduct

All committee members must abide by the City's 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 Organisational Risk Committee's Terms of Reference.

### Fees and expenses

The *Local Government Act 1995* allows for payment of an attendance fee to Committee members of \$432. Reimbursement of reasonable expenses is also permissible in accordance with the *Local Government (Administration) Regulations 1996* and the applicable Salaries and Allowances Tribunal determination.

### Expression of Interest and Selection Criteria

The City of Karratha is seeking nominations for a maximum of two (2) independent external members to join the Audit and Organisational Risk Committee.

Nominations to join the City's Audit and Organisational 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 10 July 2024 and close at **4:00pm (AWST) 31 July 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, information 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 Karratha's Code of Conduct.

### Evaluation Process

After the Expression of Interest period closes, nominations will be reviewed internally. The internal review may require the City to seek 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 Organisational Risk Committee. This is likely to be in September 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, 2-3 pages only, 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) Wednesday 31 July 2024**. All responses should be marked for the attention of **Alistair Pinto, Director Corporate and Commercial** and responses may be lodged via the general City email: [enquiries@karratha.wa.gov.au](mailto:enquiries@karratha.wa.gov.au)

## Contact for further information

For further information about this Expression of Interest please contact:

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