



Expression of Interest

Independent External Members – Audit and Risk Committee

Expressions of Interest close 4:00pm (AWST) 4 November 2025

Background

The City of Busselton (City) is a local government situated in the Southwest 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 45,000 residents who are represented by the Council.

The Council comprises the Mayor and eight elected members, with Council meetings currently held on a fortnightly basis.

In accordance with the *Local Government Act 1995* (the Act), all local governments are required to establish an audit committee. The City has established an Audit and Risk Committee, which currently includes all elected members and one independent external member.

Under recent amendments to the Act which are yet to be proclaimed, this committee will transition to an Audit, Risk and Improvement Committee. The revised legislation mandates that:

- The committee must be independently chaired.
- A deputy presiding member, if appointed, must also be independent.
- Neither the presiding member nor the deputy may be a council member of the City or any other local government.
- Employees can no longer be members of these committees.

These changes aim to enhance neutrality and provide independent oversight of committee proceedings.

In anticipation of these reforms and subject to a decision from the City's Council, the City is seeking to appoint up to two suitably qualified independent members to the committee—one to serve as the presiding member and the other as deputy once the new legislative requirements come into effect.

Legislative Framework

The principal legislation governing local government in Western Australia is the *Local Government Act 1995*. Several subsidiary regulations support the Act, particularly in relation to the purpose and function of audit committees.

The annual budgeting process, financial accounting, management and reporting of municipal and trust funds, and the requirements for rate setting and land valuation are outlined in Part 6 of the Act.

The requirement to establish an audit committee is set out in Part 7, which also covers the appointment of auditors and the conduct of audits. This part was significantly expanded in 2017 to enable the Office of the Auditor General to undertake financial and performance audits. Detailed provisions for appointing auditors, developing audit plans, and conducting reviews are contained in Regulation 16 of the *Local Government (Audit) Regulations 1996*.

As highlighted in Background, amendments to the Act, once proclaimed, will require the establishment of an Audit, Risk and Improvement Committee with two independent members. Whilst this legislation has not yet commenced, the City is aiming to be prepared for the incoming changes.

Obligations and Entitlements

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

Presiding Member

In anticipation of upcoming changes to the Act, independent committee members should be willing to fulfil the responsibilities of the presiding member, or deputy presiding member, including facilitating and chairing committee meetings.

Meeting schedule

The Committee meets at least four times a year under its Terms of Reference, and each meeting generally lasts one to 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 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 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 committee members must work within the scope of the Audit and Risk Committee's Terms of Reference. Please note that the Terms of Reference will require amendments by the Council to incorporate the legislative reforms, and may also be otherwise amended by the Council.

Fees and expenses

The Act allows for payment of an attendance fee to Committee members. For a Band 1 local government like the City of Busselton the permitted attendance fee range is from \$0 up to \$450. 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 Busselton is seeking nominations for up to two independent external members to join our Audit and Risk Committee for a term commencing from the date of appointment until 16 October 2027 (being the date of the next local government ordinary election).

Nominations open on **20 October 2025** and close at **4:00pm (AWST) 4 November 2025**.

The selection criteria for independent external members:

1. A suitably qualified person with demonstrated high level of expertise and knowledge in one or more of 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 and its core values;
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. Additionally, nominees must not be a council member of any local government.

It is essential that nominees can commit to the full term.

The successful respondent/s 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, and a report presented to Council for consideration. This is likely to be in November 2025. 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.

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) 4 November 2025**. 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. 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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