

City of Mandurah Audit, Risk and Improvement Committee Expression of Interest

The City of Mandurah (the City) is seeking expressions of interest from suitably qualified and experienced persons for appointment to the Audit, Risk and Improvement Committee in the roles of:

- Independent Presiding Member
- Independent Member which will be required to be the Deputy Presiding Member.

Background

The Audit, Risk and Improvement Committee plays a key role in guiding and assisting a local government to fulfil its corporate governance responsibilities, including the functions outlined in regulation 16 of the *Local Government (Audit) Regulations 1996*.

As part of the WA Government Local Government Act Reform, Local Government Audit and Risk Committees will be revised as Audit, Risk and Improvement Committees and must have an independent presiding member to ensure a level of neutrality and impartial oversight in chairing these meetings.

An independent presiding member must be a person who is not a council member of any local government or an employee of the local government. If a deputy presiding member is appointed, they must also be independent.

The introduction of an independent presiding member provides an opportunity for increased community confidence in a local government's financial and risk management. There may also be benefit to the local government through appointing an independent presiding member with risk and financial management expertise that may otherwise be unavailable.

These Act and Regulation amendments are expected to be effective in late 2025 / early 2026. Transitional provisions will allow a further 6-month period for Local Governments to establish their Audit, Risk and Improvement Committee and appoint, in accordance with the amended Act provisions, Committee membership that must include:

- Independent Presiding Member
- Independent Member which will be required to be the Deputy Presiding Member.

Role of Audit, Risk and Improvement Committee

The Committee oversees the Local Government's functions under:

- Part 6 (Financial Management) and Part 7 (Audit) of the *Local Government Act 1995*;
- 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*.

The Audit, Risk and Improvement Committee functions include guiding and assisting the City of Mandurah in carrying out its financial management duties, monitoring internal and external financial and performance audits, monitoring and advising the Chief Executive Officer (CEO) relevant to internal controls, risk management and compliance, contributing to governance integrity and accountability, enhance transparency and strengthening financial and risk oversight.

Purpose

The purpose of the Committee is to:

- Provide advice and assistance to Council as to the carrying out of the function of the City in relation to annual audits of the City's financial statements (external audit);
- Monitor and receive reports concerning the development, implementation and on-going management of a City-wide Risk Management Framework;
- Monitor and receive reports concerning the development, implementation and on-going management of the City's Strategic Internal Audit function;
- Review the annual Compliance Audit Return and report to Council the results of that review; and
- Monitor, receive, consider and review reports from the CEO under regulation 17 of the *Local Government (Audit) Regulations 1996* and regulation 5(2) (c) of the *Local Government (Financial Management) Regulations 1996* and report to Council the results.

Role of Independent Presiding Member

The independent Presiding Member is responsible for ensuring meetings are conducted in accordance with the *Local Government Act 1995* and legislated meeting procedures. Training and support will be provided to the Presiding Member to ensure meetings are managed in accordance with the [City of Mandurah Standing Orders Local Law 2016](#).

This includes:

- Preparing to attend Committee 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 Local Government's CEO.
- Maintaining orderly conduct of the meeting, Committee Members and members of the public.
- Disclosing Direct Financial, Indirect Financial, Proximity and Impartiality interests in relation to matters considered by the Committee (refer Part 5, Division 6, Subdivision 1 and the Model Code of Conduct Regulations).
- 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.
- Role of Deputy of the Presiding Member
 - Perform the role and responsibilities of the Audit, Risk and Improvement Presiding Member, when the Presiding Member is unable to attend a Committee Meeting.
- Local Government's may additionally choose to appoint independent members which can act as the Presiding Member. A Committee Member is required to:
 - attend Committee meetings, including in advance of Committee meetings:
 - prerequisite reading of agenda and attachments to the agenda, and
 - seek advice, additional information, or clarifications regarding matters included in the agenda from the Local Government's CEO.



Overview of Committee Administration

The City of Mandurah CEO is responsible for determining and preparing meeting agenda, inclusive of officer reports and recommendations for the Committee's consideration.

The 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 Local Government's administration, or commit to a particular course of action, unless the Committee's recommendation to do so has been endorsed by the Council.

Meetings are held in-person however the Act includes provisions that enable up to half the number of meetings held in any 12-month period to be held by electronic means. Further, Committee members may request authorisation to attend by electronic means for up to half the in-person meetings held in any 12-month period.

The City of Mandurah Administration provides administrative support, including the CEO and / or the City's professional staff attending meetings, minute taking and provision of advice and support.

Meeting minutes, including Committee decisions and recommendations to the Council are required to be published on the Local Government's website.

Obligations and Entitlement of Committee Members

The current Audit and Risk Committee Terms of Reference are [available here](#). Applicants should note that the Terms of Reference will be updated for Council adoption in late 2025 to ensure alignment with the Local Government Act Reform.

An overview of the Terms is outlined below:

Meeting Schedule

Meetings will be scheduled where necessary to allow the Committee to discharge its functions up to six times per year.

Term of Office

Appointment to the Committee expires at the next biennial Local Government Election (being the third Saturday in October). An appointment following the 2025 Local Government Election will therefore expire on 16 October 2027, being the 2027 Local Government Election Day.

Code of Conduct

All Committee members must abide by the City of Mandurah [Code of Conduct for Elected Members, Committee Members and Candidates](#).

Remuneration

Local Governments may only remunerate independent Committee Members in accordance with the annually reviewed Salaries and Allowances Tribunal (WA), which provides the following arrangements effective from 1 July 2025.

Committee members are also entitled to be reimbursed for:

- Travel and associated expenses incurred relevant to attending a Committee meeting or performing a function with the express approval of the Local Government. The extent to which reasonable travel costs may be reimbursed is:



- If the Committee member lives or works in the local government district or an adjoining local government district, the actual cost for the person to travel from the person's place of residence or work to the meeting and back; or
- If the person does not live or work in the local government district or an adjoining local government district, the actual costs in relation to a journey from the person's place of residence or work and back;
- For the person's travel from the person's place of residence or work to the meeting and back; or
- If the distance travelled is more than 100kms, for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to that boundary.

Travel costs incurred while travelling in a privately owned or leased vehicle (rather than a commercially hired vehicle) are to be calculated at the same rate contained in Section 30.6 of the *Local Government Officers' (Western Australia) Award 2021* as at the date of the SAT Determination. For electric vehicles, the 1600cc Motor Vehicle Allowance rate will be applied.

Childcare costs being up to \$35 per hour. If the Committee member incurs costs greater than \$35 per hour, the Local Government may reimburse the elected member the actual costs upon meeting criteria outlined in the SAT determination and provision of sufficient receipts / evidence to satisfy the Local Government that the expense has been legitimately incurred.

The extent to which accommodation and meal costs may be reimbursed is in the same or similar circumstances under the *Public Service Award 1992* issued by the WA Industrial Relations Commission as at the date of the Salaries and Allowances Tribunal's annual determination.

Reimbursement is subject to the Local Government being satisfied that the expenses have been reasonably incurred. Local Governments will provide procedures for Committee Members to make reimbursement claims.

Selection criteria

Applicants must:

- Be a natural person, who is either an Australian Citizen or a Permanent Resident.
- Companies or other corporate entities are not eligible.
- Have current qualifications and extensive senior work experience relevant to one or more of the following:
 - Accounting or Financial management
 - Audit and assurance
 - Governance, compliance
 - Risk Management
 - Fraud, cyber security, internal controls
- Understanding of complexities and challenges associated with the City of Mandurah and/or local government.
- Not have been subject to bankruptcy or insolvency proceedings under the *Bankruptcy Act 1966* (Cth).
- 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:

- Have demonstrated leadership, presiding member experience, facilitation and communication skills, in complex compliance environments.
- Demonstrate experience in working with government and/or institutional governing bodies responsible for diverse and complex legislative functions.

Application Requirements

Applicants are required to complete the [City of Mandurah Expression of Interest – Audit, Risk and Improvement Committee Form](#), providing relevant information requested in each field of the Form. Additionally, Applicants are requested to submit a CV and a cover letter of no more than two pages.

Where applicants are shortlisted, copies of certified qualifications will be requested.

Applications are requested to be submitted by 30 September 2025.

For any enquiries, please contact Tahlia Jones, Director Business Services on 9550 3258.

