



**Expressions of Interest
Independent Deputy Presiding Member
Audit, Risk and Improvement Committee**



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Overview

The Shire of Broomehill Tambellup invites Expressions of Interest for the role of Independent Deputy Presiding Member of the Audit, Risk and Improvement Committee (ARIC). This statutory appointment plays an important governance role in strengthening audit oversight, financial reporting integrity, risk management and organisational performance.

About the Committee

ARIC is established under section 7.1A of the *Local Government Act 1995*. It provides independent oversight and advice to the Council across the Shire's governance, audit and financial management functions. The ARIC's responsibilities are supported by the *Local Government Act 1995*, *Local Government (Audit) Regulations 1996* and the *Local Government (Financial Management) Regulations 1996*.

The ARIC meets quarterly, with additional meetings, as required. Members are expected to attend meetings in person unless electronic attendance is approved by the Presiding Member. Staff and observers may attend at the discretion of the Presiding Member.

The Deputy Presiding Member may chair meetings in the absence of the Presiding Member. A quorum must include either the Presiding Member or the Deputy Presiding Member.

The ARIC contributes to accountability and transparency in the following areas:

- risk management and internal controls;
- financial management, budgeting and annual financial reporting;
- external and performance audits, including audit scope, findings and recommendations;
- legislative compliance and integrity systems; and
- continuous improvement across Shire operations.

Under Regulation 16 of the *Local Government (Audit) Regulations 1996*, the ARIC assists with audit processes, reviews the CEO's Regulation 17 review and provides guidance on the Shire's financial management systems. Regulation 17 requires the CEO to review risk management, internal controls and legislative compliance at least once every three financial years. Regulation 5 of the *Local Government (Financial Management) Regulations 1996* requires the CEO to ensure the Shire's financial systems are effective, efficient and appropriate.

Role of the Deputy Presiding Member

The Deputy Presiding Member supports the Independent Presiding Member and ensures continuity of leadership and effective functioning of the ARIC. The role requires strong analytical and governance capability, the ability to interpret audit findings and financial information, sound judgement and independence of mind, and a commitment to statutory conduct standards and conflict-of-interest obligations.

Key expectations include:

- supporting the Presiding Member and acting in the role when required;
- participating constructively in meetings and deliberations;
- maintaining confidentiality and acting with integrity;
- reviewing and considering audit reports, compliance reports and financial information;
- assisting in monitoring management's implementation of agreed audit recommendations;
- demonstrating reliable attendance and full engagement in Committee business; and
- contributing independent judgement and expertise
- complying with the *Local Government (Model Code of Conduct) Regulations 2021*, as applicable to a Committee Member.
- disclosing any Direct Financial, Indirect Financial, Proximity and Impartiality Interests in relation to matters considered by the ARIC (refer to *Local Government Act 1995*, Part 5 Division 6, Subdivision 1 and the *Local Government (Model Code of Conduct) Regulations 2021*).

Term and Entitlements

The term of appointment aligns with the next ordinary local government election cycle (October 2027) unless otherwise resolved by the Council. Members may be reappointed. The Shire provides reasonable training and professional development opportunities.

The Independent Deputy Presiding Member is entitled to receive a meeting fee and reimbursement of reasonable expenses, in accordance with the Salaries and Allowances Tribunal.

How to Apply

To be considered for the role, a complete application will comprise the following:

1. A cover letter of no more than three pages that addresses the following selection criteria:

Essential:

1. Qualifications and/or demonstrated experience in one or more of the following areas:
 - a) Financial Management
 - b) Audit and assurance
 - c) Governance and compliance
 - d) Risk Management
 - e) Fraud, cybersecurity, internal controls
2. Be either an Australian Citizen or a Permanent Resident

3. Not have been subject to bankruptcy or insolvency proceedings under the *Bankruptcy Act 1996* (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 five years
5. Be independent from Council (not an elected member of any local government)
6. Not be a current employee or be providing paid services to the Shire

Desirable:

1. Demonstrated experience working with government and/or governing bodies responsible for diverse and complex legislation functions
 2. Experience chairing a meeting and/or meetings conducted in accordance with formal rules for conduct, participation and voting
 3. Demonstrated facilitation and communication skills in complex compliance environments
 4. Demonstrated understanding of the complexities of regional environments
- 2. A current resume or curriculum vitae which provides:**
- Relevant personal details (including name, address, phone number, email address)
 - Summary of work experience, including the dates and details of each position
 - Education and training relevant to the role
 - Any activities you have undertaken which are relevant to your application.
- 3. The names and contact details of two referees** who can comment on your experience.

Lodgement Process

Your application should be marked as follows:

Private and Confidential

Attention: Chief Executive Officer

Position: EOI – ARIC Independent Deputy Presiding Member

Applications must be submitted by 4:00pm on 23 January 2026 as follows:

- By email to: ceo@shirebt.wa.gov.au
- By hand delivery or post, to
Chief Executive Officer
Shire of Broomehill-Tambellup
46 - 48 Norrish St
TAMBELLUP WA 6320

Evaluation Process

All applicants will be reviewed by the CEO and then will be presented to the Council for a decision and formal appointment.

All applications will be advised in writing of the outcome of the EOI process after the decision has been made by Council.