



AUDIT AND RISK COMMITTEE INDEPENDENT CHAIR

Reports to:	Shire of Carnarvon Council	Direct Reports:	Nil
Last Reviewed:	Manager People, Culture & Wellbeing	Date:	2/07/2025
Approved:	Executive Manager Corporate Strategy & Performance	Date:	2/07/2025

OUR ORGANISATION

The Shire of Carnarvon provides excellent customer service across a wide range of programs, facilities and services that contribute to maintaining and enhancing our community. At the heart of our organisation are our values which underpin how our employees perform their duties and engage with the community and stakeholders.

Our CARECHIP is what gives us the drive to serve our community.

We take pride in knowing that our employees and new recruits share our values, and we like to think that everyone who chooses to collaborate with us brings this CARECHIP with them.

C	A	R	E	C	H	I	P
Courage	Authenticity	Respect	Excellence	Cohesion	Humility	Inclusion	Passion

COMMUNITY STRATEGIC OBJECTIVES

In 2040 Carnarvon is a place where:

- ★ Our equitable community is actively involved in and are responsible for developing innovative, local solutions that transcend our region for a safe and unified 6701.
- ★ Our economy fosters investment and productivity in industries befitting Carnarvon's physical and natural environment and that grow our horizons.
- ★ Our sustainable livelihoods create a community that can flourish into the future.
- ★ Our holistic health care facilities provide services from the womb to the grave.
- ★ Our educational opportunities from early childhood to adulthood are tailored and relevant to the individual.
- ★ Our infrastructure, housing and amenities are high quality and accessible.
- ★ Our community acknowledges our history and celebrates our diverse cultures.
- ★ Our community is engaged, inclusive and supportive.

EXPRESSIONS OF INTEREST INFORMATION PACK

The Shire of Carnarvon is seeking Expressions of Interest (EOI), from suitable candidates with appropriate skills and experience for the role of independent chair (one position) of the Audit and Risk Committee (the Committee).

ROLE & RESPONSIBILITY OF THE COMMITTEE

The primary objective of the Audit and Risk Committee (the Committee) is to accept responsibility for the annual external audit and liaise with the Shire's auditor and CEO so that Council can be satisfied with the performance of the Shire of Carnarvon (the Shire) in managing its financial affairs and risk matters.

Reports from the Committee will assist Council in discharging its legislative responsibilities of controlling the Shire's affairs, determining the Shire's policies, overseeing the allocation of its finances and resources and mitigating risk where possible. The Committee will ensure openness in the Shire's financial reporting and will liaise with the CEO to ensure the efficient and effective management of the Shire's financial and accounting systems, risk management systems and compliance with legislation.

COMMITTEE MEMBERSHIP

The Committee will consist of a minimum of five (5) members, including one (1) Independent person who will be the Chair of the Committee, plus four (4) Elected Members of Council. All members shall have full voting rights.

APPOINTMENT OF COMMITTEE MEMBERS

Appointment of Elected Members will be reviewed biennially immediately following Local Government elections unless, by a decision of Council, an interim appointment is required.

Appointment of an Independent Chair shall be for a maximum of (2) two years endorsed by the Council following public advertisement, and recruitment. Council will take into consideration the recommendation of the Audit and Risk Committee regarding suitable candidates, but will not be bound by any recommendation. The term of the appointment of the Independent Chair should be arranged to align with the beginning of the financial year to ensure continuity of membership despite potential changes to the Council's elected representatives at the Local Government Election.

SELECTION CRITERIA

The Independent Chair will have advanced accounting, business, or financial management/reporting knowledge and experience and be conversant with the financial and other reporting requirements. The recruitment of the Independent Chair will be conducted by the Committee. The Committee will make a recommendation to Council for the appointment of the preferred candidate. Recommendations will take into consideration the candidate's work experience and their likely ability to apply appropriate analytical, strategic financial, and management skills.

The Chair of the Committee is expected to understand and observe the requirements of the Local Government Act (1995), the Local Government (Audit) Regulations 1996 and other relevant legislation.

The Chair is also expected to:

- ★ Make themselves available as required to attend and participate in meetings
- ★ Contribute the time needed to review and understand information provided
- ★ Apply good analytical skills, objectivity and judgement
- ★ Act in the best interests of the Council
- Have the personal courage to raise and deal with tough issues, express opinions frankly, ask questions that go to the
- ★ fundamental core of the issue and pursue independent lines of inquiry
- ★ Maintain effective working relationships with the Council
- ★ Have strong leadership qualities, and
- ★ Lead effective committee meetings.

To be considered for this role the applicant must meet the independence criteria. The nature of independence with regard to an Independent Chair is a person with no operating responsibilities or associations with the Shire of Carnarvon.

Associations refer to commitment and paid services to the Shire, directly or indirectly, for example, sporting clubs, regional committees, and participation on other Council committees. The exclusion does not include candidates who are associated only by virtue of being a ratepayer.

The Independent Chair cannot:

- ★ Currently be an Elected Member of the Shire of Carnarvon
- ★ Be a person who has held office in the Council during its previous term
- ★ Be currently employed by the Shire, or been employed during the last 12 months
- ★ Conduct audits of the Shire on behalf of the Office of the Auditor General
- Have the personal courage to raise and deal with tough issues, express opinions frankly, ask questions that go to the
- ★ fundamental core of the issue and pursue independent lines of inquiry

- Currently, or within the last three years, provided any material goods or services (including consultancy, legal, internal
- ★ audit and advisory services) to the Shire which directly affect subjects or issues considered by the Committee

- Be (or have a close family member who is) a substantial shareholder, owner, officer or employee of a company that has a material business, contractual relationship, direct financial interest or material indirect financial interest with the Shire or a related entity which could be considered a real or perceived conflict of interest, or

The Chair is expected to be highly skilled, possessing leadership qualities, high communication skills and a proven ability to

- ★ Principles of good organisational governance
- ★ Public sector accountability
- ★ Financial reporting
- ★ Internal audit operations
- ★ Risk management principles

DESIRABLE CRITERIA

In addition to independence, to be considered for the role, the Independent Chair of the Committee should be appropriately qualified and should be able to demonstrate a range of skills and experience that will enable them to fulfil their role in line with the Terms of Reference. A high level of financial and business literacy is desirable.

Other relevant skills and experience across the following areas are also highly desirable:

- ★ Local government / public sector
- ★ Internal audit and external audit
- ★ Risk management
- ★ Governance
- ★ Performance management
- ★ Financial management and reporting
- ★ Accounting
- ★ Human resources management
- ★ Internal control frameworks
- ★ Fraud and corruption prevention
- ★ IT/cyber security

COMMITTEE MEETINGS

The Committee shall meet at least four times per year (quarterly), with the standard duration for a meeting being two hours. If necessary, additional meetings will be held with the approval of the Chair and Members.

Preparation will involve reviewing and critical analysis of the agenda and associated documents.

REPORTING ARRANGEMENTS

The Committee's role is to review aspects of Council's operation and provide advice and guidance to Council for the purpose of improving the performance of its functions. The minutes of the Committee are to be reported to Council.

On an annual basis, the Chair will provide a consolidated Audit and Risk Committee Report to Council.

CODE OF CONDUCT

The Independent Chair will be required to comply with the Shire of Carnarvon Code of Conduct for Council Members, Committee Members and Candidates for Election and relevant policies at all times.

INDUCTION AND TRAINING

The Independent Chair will receive relevant information and briefings on their appointment to assist them to meet their responsibilities.

REMUNERATION FOR MEETINGS

The remuneration for the Independent Chair will be \$1,665.66 per meeting, plus superannuation in accordance with the Superannuation Guarantee (Administration) Act 1992 (Cth).

EXPRESSION OF INTEREST SUBMISSION

Council invites interested persons to submit an Expression of Interest.

All applications should include a cover letter demonstrating their suitability for the position and a brief resume.

Applications should be marked to the attention of the CEO and emailed to shire@carnarvon.wa.gov.au prior to its close on Thursday 31 July 2025.

Enquiries

All enquiries or requests for information should be directed to Amanda Dexter, Chief Executive Officer, Shire of Carnarvon via email at shire@carnarvon.wa.gov.au