



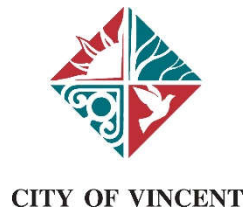
Expression of Interest

Independent External Members –
Audit, Risk and Improvement Committee

Expressions of Interest close 3:00pm (AWST) 30 January 2025

Background

The Catalina Regional Council (CRC) is a local government formed in 2006 specifically to implement the urban development of 180 hectares of land situated within the City of Wanneroo and jointly owned by the following seven local government members:



The Vision of the CRC is to create a sustainable urban community offering diverse housing choice, social connectivity, and employment opportunities.

The objectives of the CRC are to:

- To provide diverse housing options that are attractive to a wide demographic and represent best practice urban design and development.
- To demonstrate high quality stewardship in environmental management and innovation in sustainability.
- To support the development of a connected, inclusive, safe, and healthy community.
- To maximise return for member Councils whilst delivering environmental, social, and economic objectives.
- To provide strong leadership, good governance and responsive decision making.

The CRC's land development project, marketed as Catalina, is an urban development being undertaken in the suburbs of Clarkson and Mindarie and is proposed to ultimately comprise around 2,500 home sites along with quality parks and commercial and community facilities.

The Project is facilitating a range of housing types and densities and is meeting the emerging needs of the Perth Metropolitan Region with respect to lifestyle, accessibility and changing demography. The CRC is creating a community having a sense of place, which takes advantage of prevailing natural features, a well-planned built environment and existing retail, business, and community services to the North.

Rapid development of the Catalina Estate over the past few years has reduced the life of the CRC with the Catalina Project likely to complete works in 2027. This date had previously been out as far as 2037. When the land is fully developed, and the CRC has acquitted all of its assets and liabilities the organisation will have completed its Charter and will cease to exist.

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, risk and improvement 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 done 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 an average four times a year under its Terms of Reference, and each meeting lasts about 30 minutes. As a guide, at least one hour should be allowed to consider the matters in the agenda, prior to the meeting. The Chair of the Committee must also meet with the auditor and Office of the Auditor General at the start and completion of each annual audit of the financial statements.

Term of office

Pursuant to the Act independent committee members 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 2025.

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, Risk and Improvement Committee's Terms of Reference.

Fees and expenses

The Act allows for payment of an attendance fee to Committee members. For a regional council the permitted attendance fee is \$125 per meeting. 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 CRC is seeking nominations for two independent external members to join the Audit, Risk and Improvement Committee.

Nominations to join the CRC's Audit, Risk and Improvement 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 15 January 2025 and close at **3:00pm (AWST) 30 January 2025**.

The selection criteria for the independent external member:

1. A suitably qualified person with demonstrated high level of expertise and knowledge in financial management, risk management, governance or 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. Strong communication skills; and
4. Relevant skills and experience in providing independent expert advice.

In light of proposed legislative reforms, an independent member may become the prescribed Chair of the Audit, Risk and Improvement Committee in the future. As such, we are seeking candidates with experience in chairing meetings and public speaking, or those willing to develop these skills. Support and mentoring will be provided by the current Chair, the Committee, and CRC staff to ensure a smooth transition for the successful candidate.

Nominees for the independent external members must have no operating responsibilities with the CRC and must not provide paid services to the CRC either directly or indirectly.

The successful respondent will be required to complete a confidentiality agreement and confirm that they will adhere to the CRC Code of Conduct for Elected Members, Committee Members and Candidates.

Evaluation Process

After the Expression of Interest period closes, nominations will be reviewed internally. The internal review may require the CRC to seek clarifications from the nominees. An assessment will be made by the CEO and a report will be prepared for the Council recommending appointments to the Audit, Risk and Improvement Committee. This is likely to be in February 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 meeting to ask questions or comment.

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 **3.00 pm (AWST) Thursday 30 January 2025**. All responses should be marked for the attention of **Chris Adams, CEO**.

Electronic responses should be lodged via the CRC's corporate email address mail@catalina.wa.gov.au.

Contact for further information

For further information about this Expression of Interest please contact:

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