



Shire of Dardanup

APPENDICES

SELECTIONS & NOMINATIONS COMMITTEE MEETING

To Be Held

7th April 2026
Commencing at 9:30am

At

ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

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~ Large Print
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Upon request.

EXPRESSION OF INTEREST

Independent Presiding Member (Chair)

Independent Deputy of the Presiding Member to the

Audit, Risk and Improvement Committee

The Shire of Dardanup is seeking expressions of interest from suitably qualified and experienced independent professionals to appoint an Independent Presiding Member (Chair) and an Independent Deputy of the Presiding Member to its Audit, Risk and Improvement Committee.

About the Audit, Risk and Improvement Committee

The Audit, Risk and Improvement Committee provides independent advice and assurance to Council on the adequacy and effectiveness of the Shire's financial management, risk management, governance, compliance and audit frameworks.

The Committee is responsible for overseeing the Local Government's functions in accordance with, but not limited to:

- Part 6 (Financial Management) and Part 7 (Audit) of the *Local Government Act 1995*;
- Regulation 16 (Functions of Audit Committee) and Regulation 17 (CEO to Review of Certain Systems & Procedures) of the *Local Government (Audit) Regulations 1996*; and
- Regulation 5(2) (Financial Management System Review) of the *Local Government (Financial Management) Regulations 1996*.

The Committee plays a key role in supporting Council's oversight and accountability responsibilities and promoting continuous improvement.

About the Roles

Both the Independent Presiding Member (Chairperson) and the Independent Deputy of the Presiding Member (Deputy Chairperson) operate in an independent, advisory and assurance capacity. They are not involved in operational decision-making.

Independent Presiding Member (Chairperson)

The Chair is responsible for leading and presiding over meetings of the Audit, Risk and Improvement Committee and ensuring the effective and independent operation of the Committee in accordance with legislative and governance requirements.

The Chair is expected to:

- Attend and preside over all committee meetings.
- Provide independent leadership and guidance to support effective Committee deliberations.
- Ensure meetings are conducted efficiently, constructively and within the approved scope.
- Facilitate informed discussion, inquiry and constructive challenge.
- Support the preparation of clear, balanced and evidence-based advice to Council.
- Uphold the independence, integrity and credibility of the Committee.

Independent Deputy of the Presiding Member (Deputy Chairperson)

The Deputy Presiding Member supports the Chair and contributes independent expertise.

The Deputy:

- May attend Committee meetings (attendance at all meetings is not required).
- Must be available to preside over meetings in the Chair's absence, exercising the same authority and responsibilities when acting in that capacity.
- Supports continuity of leadership and the effective functioning of the Committee.

Time Commitment, Remuneration & Appointment

- Committee meetings are held up to six (6) times per annum.
- Meetings run for up to two (2) hours.
- A meeting fee of \$1,200 per meeting is payable to both the Chair and Deputy Presiding Member.
- Appointment is made by Council resolution, commencing 1 July 2026 and expiring at the conclusion of the next biennial local government election cycle in October 2027.
- Appointment is not employment and not a contract for services — it is a legislative appointment under the Local Government Act 1995 and Local Government Amendment Act 2024.

Eligibility & Independence Requirements

Applicants must:

- Be an Australian citizen or permanent resident
- Be independent of the Shire of Dardanup, including:
 - Not currently serving as a Council Member or employee (including casual).
 - Not having served as a Council Member or Executive Staff of the Shire within the past 10 years.
 - Not currently serving as a Council Member or Executive Staff of neighbouring local governments.
 - Not have any direct or indirect commercial relationship with the Shire during the appointment.
- 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
 - A criminal offence with an indictable penalty including imprisonment for more than 5 years.

Skills & Experience

Applicants must be suitably qualified and experienced, with high-level expertise in one or more of the following:

- Statutory financial reporting.
- Financial management and financial controls.
- Risk management frameworks.
- Governance and accountability.
- Compliance and regulatory oversight.
- Audit (internal and external).
- Data governance and cyber security risk.

- Strong interpersonal skills, professional judgment and the ability to provide independent, objective and constructive advice are essential.

Qualifications

- Tertiary qualifications in accounting, finance, law, governance, risk management, audit, information security, or a related discipline will be highly regarded.

Want more info?

Call our HR Team on 08 9724 0351 or visit our website: www.dardanup.wa.gov.au/employment.

How to Apply

Expressions of Interest should be emailed to hr@dardanup.wa.gov.au and must include:

- A brief covering letter outlining your interest and suitability for the role(s).
- A current resume detailing relevant experience.
- Copies of relevant qualifications.
- A current police clearance (issued within the last 3 months).

Expressions of Interest Close: 4:00pm Wednesday, 25 February 2026.

RISK ASSESSMENT TOOL

AGENDA TITLE: *Assessment of Expressions of Interest – Independent Positions for the Audit, Risk & Improvement Committee*

RISK THEME PROFILE:

3 - Failure to Fulfil Compliance Requirements (Statutory, Regulatory)

RISK ASSESSMENT CONTEXT: Strategic

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	Remuneration overruns. Meeting fees, and reimbursements can exceed budget (e.g., if meeting frequency or complexity increases, or if special meetings are added).	Minor (2)	Unlikely (2)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	Over-reliance on individual independent members. With only a small number of independents, losing one (through resignation, conflict, or non-performance) exposes the committee to continuity risk. Selecting candidates without considering succession or depth of experience increases vulnerability.	Major (4)	Possible (3)	High (12 - 19)	Ensure the Deputy of the Presiding Member has sufficient exposure to chairing fundamentals. Use the WALGA Independent ARIC Member pool who can be approached if a vacancy arises.	Major (4)	Unlikely (2)	Moderate (5 - 11)
LEGAL AND COMPLIANCE	Breach of confidentiality or mishandling protected information. ARIC members receive sensitive financial,	Major (4)	Possible (3)	High (12 - 19)	Mandatory induction on confidentiality and legal obligations. Provide training during induction covering:	Major (4)	Rare (1)	Low (1 - 4)

Appendix 8.1B

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
	procurement, risk, cyber-security, and compliance information. Inappropriate disclosure or poor information handling practices can breach legislation, policy, or contractual confidentiality.				<ul style="list-style-type: none"> - the Shire’s confidentiality policies - legislative obligations (e.g., handling of protected information, privacy expectations) - classification levels of documents - appropriate storage and communication of sensitive material <p>This ensures all members fully understand what constitutes protected information and their responsibilities.</p>			
LEGAL AND COMPLIANCE	Inadequate skills for the statutory functions. ARIC members must oversee compliance audit returns, risk management, financial management procedures, and “improvement” functions. If the appointees lack the required technical competencies, the Council may inadvertently fail to meet its oversight obligations.	Moderate (3)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	If an appointee later becomes the subject of controversy, misconduct, or poor performance, Council may face reputational scrutiny for the appointment decision.	Moderate (3)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.

Appendix 8.1B

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
PROPERTY	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.