



A G E N D A

SELECTION AND NOMINATIONS COMMITTEE MEETING

To be Held

Tuesday, 7th April 2026
Commencing at 9.30am

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive – EATON

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**NOTICE OF A SELECTION AND NOMINATION COMMITTEE
MEETING**

Dear Committee Member

The Selection and Nomination Committee Meeting of the Shire of Dardanup will be held on Tuesday, 7th April 2026 in the Council Chamber, Shire of Dardanup - Administration Centre Eaton, 1 Council Drive, Eaton - commencing at 9.30am.

This meeting will be conducted in closed session and is not open to the public.



MR ANDRE SCHONFELDT
Chief Executive Officer

Date: 2nd April 2026

VISION STATEMENT

“Provide effective leadership in encouraging balanced growth and development of the Shire while recognizing the diverse needs of our communities.”

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COMMITTEE MEMBERSHIP:

VOTING MEMBERS:

Elected Member 1	Cr. K A Lauretsch
Elected Member 2	Cr. B S Farrant – Presiding Member (Chair)
Elected Member 3	Cr. T G Gardiner
Deputy 1	Cr. A C Jenour
Deputy 2	Cr. A L Webster

NON-VOTING MEMBER:

Manger Human Resources	Mrs. K Burden
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The Terms of Reference for this Committee are located in the Tardis records system – refer to the following link: [2026 - ToR - Selection and Nomination Committee \[Res 53-26\]](#)

COUNCIL ROLE

Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government / body /agency.
Executive/Strategic	The substantial direction setting and oversight role of the Council eg. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
Legislative	Includes adopting local laws, town planning schemes and policies.
Review	When Council reviews decisions made by Officers.
Quasi-Judicial	When Council determines an application/matter that directly affects a person’s rights and interests. The Judicial character arises from the obligations to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg: under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

DISCLAIMER

“Any statement, comment or decision made at a Council or Committee meeting regarding any application for an approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

Any person or entity that has an application before the Shire must obtain, and should only rely on, written notice of the Shire’s decision and any conditions attaching to the decision, and cannot treat as an approval anything said or done at a Council or Committee meeting.

Any advice provided by an employee of the Shire on the operation of a written law, or the performance of a function by the Shire, is provided in the capacity of an employee, and to the best of that person’s knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the Shire. Any advice on a matter of law, or anything sought to be relied upon as a representation by the Shire should be sought in writing and should make clear the purpose of the request.”

RISK ASSESSMENT

Inherent Risk	The level of risk in place in order to achieve the objectives of the Council and before actions are taken to alter the risk’s impact or likelihood.
Residual Risk	The remaining level of risk following the development and implementation of Council’s response.
Strategic Context	These risks are associated with achieving Council’s long term objectives.
Operational Context	These risks are associated with the day-to-day activities of the Council.
Project Context	Project risk has two main components: <ul style="list-style-type: none"> • Direct refers to the risks that may arise as a result of project, which may prevent the Council from meeting its objectives. • Indirect refers to the risks which threaten the delivery of project outcomes.

RISK CATEGORY CONSEQUENCE TABLE - GUIDELINE

Rating (Level)	Health	Financial Impact	Service Interruption	Legal and Compliance	Reputational	Environmental	Property
Insignificant (1)	Near miss Minor first aid injuries	Less than \$10,000	No material service interruption - backlog cleared < 6 hours	Compliance - No noticeable regulatory or statutory impact. Legal - Threat of litigation requiring small compensation. Contract - No effect on contract performance.	Unsubstantiated, low impact, low profile or 'no news' item. Example: Gossip, Facebook item seen by limited persons.	Contained, reversible impact managed by on site response.	Inconsequential or no damage.
Minor (2)	Medical type injuries	\$10,001 - \$50,000	Short term temporary interruption – backlog cleared < 1 day	Compliance - Some temporary non compliances. Legal - Single minor litigation. Contract - Results in meeting between two parties in which one party expresses concern.	Substantiated, low impact, low news item. Example: Local paper / Industry news article, Facebook item seen by multiple groups.	Contained, reversible impact managed by internal response.	Localised damage rectified by routine internal procedures.
Moderate (3)	Lost time injury <30 days	\$50,001 - \$300,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Compliance - Short term non-compliance but with significant regulatory requirements imposed. Legal - Single moderate litigation or numerous minor litigations. Contract - Receive verbal advice that, if breaches continue, a default notice may be issued.	Substantiated, public embarrassment, moderate impact, moderate news profile. Example: State-wide paper, TV News story.	Contained, reversible impact managed by external agencies.	Localised damage requiring external resources to rectify.
Major (4)	Long-term disability/ multiple injuries Lost time injury >30 days	\$300,001 - \$1.5 million	Prolonged interruption of services – additional resources; performance affected < 1 month	Compliance - Non-compliance results in termination of services or imposed penalties. Legal - Single major litigation or numerous moderate litigations. Contract - Receive/issue written notice threatening termination if not rectified.	Substantiated, public embarrassment, high impact, high news profile, third party actions. Example: Australia wide news stories. Regulatory / Political commentary involvement.	Uncontained, reversible impact managed by a coordinated response from external agencies.	Significant damage requiring internal & external resources to rectify.
Catastrophic (5)	Fatality, permanent disability	More than \$1.5 million	Indeterminate prolonged interruption of services – non-performance > 1 month	Compliance - Non-compliance results in litigation, criminal charges or significant damages or penalties. Legal - Numerous major litigations. Contract - Termination of contract for default.	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions. Example: Worldwide news, Focused articles (e.g. 60 minutes). Regulatory / Political oversight and involvement.	Uncontained, irreversible impact.	Extensive damage requiring prolonged period of restitution. Complete loss of plant, equipment & building.

RISK - LIKELIHOOD TABLE

LEVEL	RATING	DESCRIPTION	FREQUENCY
5	Almost Certain	The event is expected to occur in most circumstances	The event is expected to occur more than once per year
4	Likely	The event will probably occur in most circumstances	The event will probably occur at least once per year
3	Possible	The event should occur at some time	The event should occur at least once in 3 years
2	Unlikely	The event could occur at some time	The event could occur at least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	The event is not expected to occur more than once in 15 years

LEVEL OF RISK GUIDE

CONSEQUENCE		Insignificant	Minor	Moderate	Major	Catastrophic
LIKELIHOOD		1	2	3	4	5
Almost Certain	5	Moderate (5)	Moderate (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	Moderate (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

SHIRE OF DARDANUP**AGENDA FOR THE SHIRE OF DARDANUP SELECTION AND NOMINATIONS COMMITTEE MEETING TO BE HELD ON TUESDAY, 7TH APRIL 2026, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 9.30AM.****1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Chairperson to declare the meeting open, welcome those in attendance and refer to the Acknowledgement of Country; Emergency Procedures; and the Disclaimer and Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

Acknowledgement of Country

The Shire of Dardanup wishes to acknowledge that this meeting is being held on the traditional lands of the Noongar people. In doing this, we recognise and respect their continuing culture and the contribution they make to the life of this region and pay our respects to their elders, past, present and emerging. The Shire of Dardanup also respects and celebrates all cultures of all our residents and those visitors to our Shire.

Emergency Procedure

In the event of an emergency, please follow the instructions of the Chairperson who will direct you to the safest exit route. Once outside, you will be directed to an appropriate Assembly Area where we will meet (and complete a roll call).

Affirmation of Civic Duty and Responsibility

Councillors and Officers of the Shire of Dardanup collectively declare that we will duly, faithfully, honestly and with integrity fulfil the duties of our respective office and positions for all the people in the district according to the best of our judgement and ability. We will observe the Shire's Code of Conduct and Standing Orders to ensure efficient, effective and orderly decision making within this forum.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED2.1 Attendance2.2 Apologies**3. PRESENTATIONS**

None.

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Not applicable. As this is the inaugural meeting of the Committee, no previous minutes exist.

5. ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

Not applicable. This meeting is conducted in closed session and is not open to the public.

6. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

None.

7. DECLARATION OF INTEREST

“Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.”

Key Management Personnel (which includes Elected Members, CEO and Directors) are reminded of their requirement to disclose biannually transactions between Council and related parties in accordance with Council Policy CnG CP039.

8. REPORTS OF OFFICERS AND COMMITTEES
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8.1 Assessment of Expressions of Interest – Independent Positions for the Audit, Risk and Improvement Committee

Reporting Department	<i>Executive</i>
Responsible Officer	<i>Ms Kristy Burden - Manager Human Resources</i>
Reporting Officer	<i>Ms Kristy Burden - Manager Human Resources</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>SNC 8.1A – Advertised EOI</i> <i>SNC 8.1B – Risk Assessment</i> <i>Confidential Attachments (provided under separate cover):</i> <i>Attachment A - EOI Application Candidate A</i> <i>Attachment B - EOI Application Candidate B</i> <i>Attachment C - EOI Application Candidate C</i> <i>Attachment D - EOI Application Candidate D</i>

Overview

Council has established the Selection and Nominations Committee (the Committee) to assess the Expressions of Interest (EOI) received for the Independent Presiding Member and Independent Deputy of the Presiding Member roles on the Audit, Risk and Improvement Committee (ARIC). Four (4) EOIs were received.

The Committee is requested to deliberate, finalise its assessment, and determine its recommended candidates for presentation to Council.

OFFICER RECOMMENDATION

THAT the Selection and Nominations Committee recommends that Council:

- 1. Appoints Candidate [*insert candidate prefix*], subject to confirmation of eligibility requirements, as the Independent Presiding Member (Chair) of the Audit, Risk and Improvement Committee, for the term 1 July 2026 – October 2027, with Candidate [*insert candidate prefix*] identified as the reserve candidate should the preferred candidate decline the appointment; and**
- 2. Appoints Candidate [*insert candidate prefix*], subject to confirmation of eligibility requirements, as the Independent Deputy of the Presiding Member of the Audit, Risk and Improvement Committee for the term 1 July 2026 – October 2027, with Candidate [*insert candidate prefix*] identified as the reserve candidate should the preferred candidate decline the appointment; and**
- 3. Authorises the CEO to advise all applicants of the outcome of the selection process; and**

4. **Requests that the CEO undertakes a mandatory induction and briefing session with the appointed candidates prior to the September 2026 Audit, Risk and Improvement Committee meeting.**

Change to Officer Recommendation

No Change. **OR:**

As per *Local Government (Administration) Regulations 1996 11(da)* Council records the following reasons for amending the Officer Recommendation:

Background

At its Ordinary Council Meeting on 28th January 2026, Council considered the implications of the Local Government Act reform package, which now requires all local governments to establish an Audit, Risk and Improvement Committee (ARIC) chaired by an Independent Presiding Member, supported by an Independent Deputy of the Presiding Member.

Council endorsed the draft ARIC Terms of Reference and selection criteria and resolved to call for Expressions of Interest (EOIs) for the two independent positions.

An EOI was issued on 11th February 2026 (refer Appendix SNC 8.1A), and closed on 4th March 2026, following a one-week extension. Four (4) submissions were received.

Council subsequently resolved on 12th March 2026 to establish a Selection and Nominations Committee comprising three Elected Members (voting) and the Manager Human Resources (non-voting). The Committee is responsible for undertaking a fair and transparent evaluation process and recommending preferred candidates to Council.

Legal Implications

The requirement to appoint an Independent Presiding Member and Independent Deputy arises from the legislative reforms to the *Local Government Act 1995*, transitioning Audit Committees to Audit, Risk and Improvement Committees (ARICs).

Topic	Relevant Section(s)
Establishing an ARIC	7.1A (via LGA Amendment Act 2024, replaces Part 7 Div 1A)
Membership exclusions (employees, representatives)	7.1A(2)
Independent Presiding Member	7.1A(3)
Independent Deputy Presiding Member	7.1A(4) and 7.1B
Appointment of committee members	5.10 (general) but modified by 7.1A(2)(c)
Appointment of Presiding Member / Deputy (Council responsibility)	5.12, 5.13 as amended
Appointment of deputy roles	5.11A, referenced in 7.1B

Council Plan

13.1 - Adopt best practice governance.

14.2 - Ensure equitable, inclusive and transparent engagement and decision- making.

Environment

- None.

Precedents

The Shire has an established practice of using committees to support structured assessment and recommendation processes, such as the CEO Review Committee.

However, this is the first time the newly formed Selection and Nominations Committee has been convened to assess Expressions of Interest and recommend independent appointments to a statutory committee. The approach is consistent with good governance practice and ensures independence, procedural fairness, and transparency.

Budget Implications

Provision for sitting fees and reimbursement of reasonable expenses for Independent Members will be requested to the Council for approval as part of the annual budget setting process starting from FY 2026-2027.

Budget – Whole of Life Cost - None.

Council Policy Compliance

Audit and Risk Committee Charter (incorporating Terms of Reference and Instrument of Appointment). Note: The Charter will be reconstituted as Audit, Risk and Improvement Committee prior to the mandatory reconstitution date of 30th June 2026.

Exec CP202 Complaints Management Process – Code of Conduct for Council Members, Committee Members and Candidates.

Delegation 1.1.1 Audit and Risk Committee.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix SNC 8.1B) for full assessment document.

TIER 3 – ‘High’ or ‘Extreme’ Inherent Risk.	
Risk Title	Assessment of Expressions of Interest – Independent Positions for the Audit, Risk & Improvement Committee
Inherent Risk Rating (prior to treatment or control)	High (12 - 19)
Risk Action Plan (treatment or controls proposed)	<p>Vacancy: 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.</p> <p>Confidentiality Breach: Mandatory induction on confidentiality and legal obligations. Provide training during induction covering:</p> <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>

TIER 3 – ‘High’ or ‘Extreme’ Inherent Risk.		
Residual Risk Rating (after treatment or controls)	Moderate (5 - 11)	
Risk Category Assessed Against	Financial	Remuneration overruns. Meeting fees, and reimbursements can exceed budget (e.g., if meeting frequency or complexity increases, or if special meetings are added).
	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.
	Legal and Compliance	Breach of confidentiality or mishandling protected information. ARIC members receive sensitive financial, procurement, risk, cyber-security, and compliance information. Inappropriate disclosure or poor information handling practices can breach legislation, policy, or contractual confidentiality.
	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.
	Reputational	If an appointee later becomes the subject of controversy, misconduct, or poor performance, Council may face reputational scrutiny for the appointment decision.

Officer Comment

1. EOI Scope and Requirements

The EOI required candidates to demonstrate legislative independence and high-level expertise in governance, audit, financial management, risk management, compliance, cyber security, or related fields.

Required documentation included:

- a covering letter outlining suitability;
- a current resume;
- copies of qualifications; and

- a national police clearance issued within the past 3 months.

2. Role Expectations (as outlined in the EOI)

Independent Presiding Member (Chair):

- Lead and preside over all ARIC meetings;
- Ensure independent, effective Committee operations;
- Facilitate informed discussion and constructive oversight; and
- Provide evidence-based advice to Council.

Independent Deputy of the Presiding Member:

- Support the Chair;
- Attend meetings as required; and
- Preside in the Chair's absence with the same authority and responsibilities.

3. Appointment Term & Remuneration

- Council endorsed the following fee structure at the Ordinary Council Meeting held on 25 March 2026 [Res 53-26]:

Independent Position	Attendance Method	Amount Payable
Independent Presiding Member (Chair)	In Person	\$1,200
Independent Presiding Member (Chair)	Teams	\$1,200
Independent Deputy of the Presiding Member	In Person	\$600
Independent Deputy of the Presiding Member	Teams	\$600

- Up to six meetings per year, approx. two hours per meeting; and
- Appointment from 1 July 2026 to October 2027 (next local government election cycle).

4. Eligibility and Independence Requirements

Applicants must be independent from the Shire and:

- Not be a current or former (within 10 years) Council Member or employee;
- Not hold similar roles in neighbouring LGs;
- Have no direct or indirect commercial relationship with the Shire; and
- Not have insolvency or disqualifying convictions.

5. Establishment of the Selection and Nominations Committee ("the Committee")

At the Ordinary Council Meeting held on 25 March 2026, Council resolved to establish a Selection and Nominations Committee [Res 53-26], comprising:

- Three Elected Members (with voting rights)
- The Manager Human Resources (non-voting)

The Committee is responsible for assessing the EOIs and recommending preferred candidates for appointment to ARIC.

6. Committee Recommendation to Council

The Committee is requested to consider all four EOI submissions (refer Confidential Attachments A – D provided under separate cover). Following assessment, the Committee must agree on:

- One recommended candidate for the role of Independent Presiding Member (Chair), and one reserve candidate should the preferred candidate decline the appointment; and
- One recommended candidate for the role of Independent Deputy of the Presiding Member, and one reserve candidate should the preferred candidate decline the appointment.

7. Final Endorsement of Positions by Council

The outcomes and recommendations of the Selection and Nominations Committee will be included in the meeting minutes submitted to the 29th April 2026 Ordinary Council Meeting for final determination by Council.

8. Mandatory Induction and Briefing Session

All appointed Independent Members will be required to attend a mandatory induction and briefing session prior to the first ARIC meeting scheduled for September 2026.

This session will outline legislative responsibilities, the Shire's risk and governance frameworks, ARIC protocols, and role expectations. Completion of this induction is required before participating in the September 2026 meeting.

END REPORT

9. ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

None.

10. NEW BUSINESS OF AN URGENT NATURE

None.

11. MATTERS BEHIND CLOSED DOORS

None.

12. CLOSURE OF MEETING

The date of the next Selection and Nominations Committee Meeting to be advised.

There being no further business the Chairperson to declare the meeting closed.