



Shire of Dardanup

**UNCONFIRMED**

# **MINUTES**

FOR THE

# **SELECTION AND NOMINATIONS COMMITTEE MEETING**

Held

7th April 2026

At

ADMINISTRATION CENTRE EATON  
1 Council Drive – EATON

This document is available in alternative formats such as:

- ~ Large Print
- ~ Electronic Format [disk or emailed]  
Upon request.

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## VISION STATEMENT

“The Shire of Dardanup is a healthy, self-sufficient and sustainable community, that is connected and inclusive, and where our culture and innovation are celebrated.”

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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	<p>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.</p> <p>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.</p>

## 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

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

**MINUTES FOR THE SHIRE OF DARDANUP SELECTION AND NOMINATIONS COMMITTEE MEETING HELD ON TUESDAY, 7<sup>TH</sup> APRIL 2026, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 9.30AM.**

**1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Chairperson declared the meeting open at 9:51am, welcomed those in attendance and referred 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 APPROVED**2.1 Attendance

Cr. Farrant	Committee Member (Presiding)
Cr. Jenour	Committee Member
Cr. Gardiner	Committee Member
Kristy Burden	Manager HR

2.2 Apologies

Cr. Laurentsch	Committee Member
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**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.

No declarations of interest were declared.

## SUSPEND STANDING ORDERS

### SELECTION AND NOMINATIONS COMMITTEE RESOLUTION

SNC 01-26      MOVED -      T G Gardiner                      SECONDED – Cr. A C Jenour

**THAT the Selection and Nominations Committee Suspend Standing Orders at 10:03am for interviews to be conducted.**

CARRIED  
3/0

For the Motion	Against the Motion
Cr. T G Gardiner Cr. B S Farrant Cr. A C Jenour	

*Note: All those present prior to the Suspension of Standing Orders were present at the resumption,*

## RESUME STANDING ORDERS

### SELECTION AND NOMINATIONS COMMITTEE RESOLUTION

SNC 02-26      MOVED -      Cr. A C Jenour                      SECONDED – Cr. B S Farrant

**THAT the Selection and Nominations Committee Resume Standing Orders 1:03pm.**

CARRIED  
3/0

For the Motion	Against the Motion
Cr. T G Gardiner Cr. B S Farrant Cr. A C Jenour	

## 8. REPORTS OF OFFICERS AND COMMITTEES

### 8.1 Assessment of Expressions of Interest – Independent Positions for the Audit, Risk and Improvement Committee

<b>Reporting Department</b>	<i>Executive</i>
<b>Responsible Officer</b>	<i>Ms Kristy Burden - Manager Human Resources</i>
<b>Reporting Officer</b>	<i>Ms Kristy Burden - Manager Human Resources</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<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.

#### *Discussion:*

*The Committee noted that Council endorsed a fee structure at the Ordinary Council Meeting held on 25th March 2026 (Resolution 53-26) reflecting \$1,200 per meeting being payable for the Independent Presiding Member (Chair), and \$600 per meeting for the Independent Deputy of the Presiding Member, irrespective of attendance method.*

*The Committee noted this differed from the originally advertised remuneration of \$1,200 per meeting for both roles and was not consistent with the information provided to candidates throughout the recruitment process.*

*It was acknowledged that the Deputy Presiding Member is required to maintain familiarity with Committee matters and be available to act as Chair if required. The Committee discussed that aligning remuneration for both roles may better reflect the responsibilities of the Deputy and assist in attracting and retaining suitably qualified candidates, noting the governance and compliance risks associated with not filling these positions.*

**Note:** *Ms. Cindy Barbetti, Acting Manager Corporate & Governance entered the room at 1:22pm and exited at 1:31pm.*

**Change to Officer Recommendation** - No Change.

**OFFICER RECOMMENDATION**

SNC 03-26      MOVED -      Cr. A C Jenour      SECONDED – Cr. B S Farrant

**THAT the Selection and Nominations Committee recommends that Council:**

- 1. Appoints Candidate B, 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 A identified as the reserve candidate should the preferred candidate decline the appointment; and**
- 2. Appoints Candidate A, 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 D 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.**

CARRIED

3/0

<b>FOR THE MOTION</b>	<b>AGAINST THE MOTION</b>
Cr. T G Gardiner	
Cr. B S Farrant	
Cr. A C Jenour	

**Background**

At its Ordinary Council Meeting on 28<sup>th</sup> 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 11<sup>th</sup> February 2026 (refer Appendix SNC 8.1A), and closed on 4<sup>th</sup> March 2026, following a one-week extension. Four (4) submissions were received.

Council subsequently resolved on 12<sup>th</sup> 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).

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

### **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 30<sup>th</sup> 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><b>Vacancy:</b> 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><b>Confidentiality Breach:</b> Mandatory induction on confidentiality and legal obligations. Provide training during induction covering:</p> <ul style="list-style-type: none"> <li>- the Shire’s confidentiality policies</li> <li>- legislative obligations (e.g., handling of protected information, privacy expectations)</li> <li>- classification levels of documents</li> <li>- appropriate storage and communication of sensitive material</li> </ul> <p>This ensures all members fully understand what constitutes protected information and their responsibilities.</p>								
Residual Risk Rating (after treatment or controls)	Moderate (5 - 11)								
Risk Category Assessed Against	<table border="0"> <tr> <td>Financial</td> <td>Remuneration overruns. Meeting fees, and reimbursements can exceed budget (e.g., if meeting frequency or complexity increases, or if special meetings are added).</td> </tr> <tr> <td>Service Interruption</td> <td>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.</td> </tr> <tr> <td>Legal and Compliance</td> <td>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.</td> </tr> <tr> <td>Legal and Compliance</td> <td>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</td> </tr> </table>	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
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<b>TIER 3 – ‘High’ or ‘Extreme’ Inherent Risk.</b>		
	Reputational	<p>inadvertently fail to meet its oversight obligations.</p> <p>If an appointee later becomes the subject of controversy, misconduct, or poor performance, Council may face reputational scrutiny for the appointment decision.</p>

### ***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<sup>th</sup> March 2026 [Res 53-26]:

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

- 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 29<sup>th</sup> 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**

There being no further business, the Chairperson declared the meeting closed at 1:37pm