



Minutes

of the

Special Meeting of Council

held

on Wednesday

31 January 2018

In

The Council Chambers
Honour Avenue Wyalkatchem

Our purpose

The council of Wyalkatchem works with the community to protect and enhance the quality of life for current and future generations

Council's Vision

That Wyalkatchem is an inclusive, dynamic community where all share in a thriving economy and a sustainable, safe and valued environment.

Our Purpose

The Council of Wyalkatchem works with the community to protect and enhance the quality of life for current and future generations.

Our Guiding Principles

Respect for diverse community interests based on active listening and mutual understanding;

Leaving a positive legacy for future generations and Councils;

Balancing a flexible, can-do, innovative and professional approach with achieving outcomes efficiently;

Responsible financial management;

Informed, evidence-based and representative decision making; and

Effective communication and engagement.

Our Goals

Healthy, strong and connected communities

A prosperous and dynamic district

A sustainable natural and built environment

An effective voice

A well-managed and effective organisation

Facilities and assets that are well used and effectively managed

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Cnr Honour Avenue and Flint Street, Wyalkatchem held on
Wednesday 31 January 2018.

1. DECLARATION OF OPENING

1.1 The Shire President declared the Meeting open 8.57am

1.2 The Shire of Wyalkatchem disclaimer was read aloud.

“No responsibility whatsoever is implied or accepted by the Shire of Wyalkatchem for any act, omission or statement or intimation occurring during this meeting. It is strongly advised that persons do not act on what is heard at this Meeting and should only rely on written confirmation of Council’s decisions, which will be provided within ten days of this meeting”.

2 Public question time

2.1 Response to previous questions taken on notice

Not applicable

2.2 Declaration of public question time opened 8.58am

2.3 Declaration of public question time closed 8.58am

3 Record of attendance, apologies, and approved leave of absence

3.1 Present: Cr Davies, Cr Gamble, Cr Butt, Cr Metcalfe, Cr Holdsworth

3.2 Apologies: Cr Garner

3.3 On leave of absence: Nil

3.4 Staff Ian McCabe, Ella McDonald

3.5 Visitors: Nil

3.6 Gallery: Nil

3.7 Applications for leave of absence: Nil

4.1 Petitions Nil

4.2 Deputations Nil

4.3 Presentations Nil

5.0 Confirmation of Minutes from Previous Meeting Nil

6.0 Announcements by Presiding Person Nil

7.0 Matters for which meeting may be closed: Item 12.1 Personnel - Recruitment - Chief Executive Officer

8.1 Land Use and Planning Nil

8.2 Financials - No items this month

8.3. Officer Reports to Council - No items this month

8.4 Officer Reports to Council - No items this month

- 9. Motions of which previous notice has been given Nil**
- 10. Questions by members of which due notice has been given Nil**
- 11. New business of an urgent nature introduced by the presiding person Nil**

12.1 Personnel - Recruitment – Chief Executive Officer

Voting Requirement: Absolute Majority

Council Decision Number: 01/2018

Moved: Cr Holdsworth **Seconded:** Cr Butt

That the meeting be closed to members of the public in accordance with the *Local Government Act 1995, Part 5, and Section 5.23* of the Act

Under the *Local Government Act 1995, Part 5, and Section 5.23*, states in part:

(2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following:

(a) a matter affecting an employee or employees;

(b) the personal affairs of any person;

(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;

(d) legal advice obtained, or which may be obtained by the local government and which relates to a matter to be discussed at the meeting;

(e) a matter that if disclosed, would reveal:


(i) a trade secret

(ii) information that has a commercial value to a person or

(iii) information about the business, professional, commercial or financial affairs of a person,

Vote: 5/0

12.1 PERSONNEL – RECRUITMENT – CHIEF EXECUTIVE OFFICER

FILE REFERENCE:	22.23
AUTHOR'S NAME AND POSITION:	Ella McDonald Administration Officer
AUTHOR'S SIGNATURE:	
DATE REPORT WRITTEN:	11 January 2017
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter.

SUMMARY:

That Council resolve the following:

- 1. Appoint Western Australian Local Government Association (WALGA) Recruitment to provide services for the recruitment of a Chief Executive Officer;**
- 2. Accept the terms and conditions and pricing as per the Scope of Service provided by WALGA Recruitment;**
- 3. Authorise Shire officers to expend budgeted amounts, liaise with the President and take any action in reasonable completion of this process;**
- 4. Authorise the Governance and Emergency Officer to provide written confirmation to WALGA Recruitment of Council's Decision.**

Appendix

1. Scope of Service from the Western Australian Local Government Association (WALGA) Recruitment

Background

The Chief Executive Officer's current employment contract expires on 30 June 2018. In order to allow ample time for a thorough and well-executed process, it is suggested that the recruitment process commence with this Decision.

The Shire of Wyalkatchem requested a quotation from the Western Australian Local Government Association (WALGA) and a Scope of Service, including a quotation, was received in May 2017. This was discussed with Council at various workshops throughout 2017 to allow for budget provision and commence early planning. Ms Naoimh Donaghy from WALGA Recruitment confirmed by email on Monday 8 January 2018 that WALGA Recruitment remain happy to honour the quotation provided within the Scope of Service from May 2017.

Consultation:

Ian McCabe Chief Executive Officer, Shire of Wyalkatchem
Naoimh Donaghy Recruitment Advisor, WALGA Recruitment
Full Council

Statutory Environment

Local Government Act 1995

Local Government (Administration) Regulations 1996

Fair Work Act 2009

Equal Opportunity Act 1984

Policy Implications

S17 Equal Employment Opportunity Standards

Financial Implications

The CEO employment agreement expires 30 June 2018. The cost of recruitment was anticipated in the 2017/18 budget.

Strategic Plan/Risk Implications

The appointment of a CEO is a legislative requirement. The CEO is Council's principle advisor and manages the business of the local government. As a senior officer, the CEO develops and implements Council's strategy and business planning. This makes the recruitment of the CEO an important Council process.

Voting Requirements: Simple Majority

Council Decision Number: 02/2018

Moved: Cr Holdsworth

Seconded: Cr Gamble

That Council resolve the following:

- 1. Appoint Western Australian Local Government Association (WALGA) Recruitment to provide services for the recruitment of a Chief Executive Officer;**
- 2. Accept the terms and conditions and pricing as per the Scope of Service provided by WALGA Recruitment;**
- 3. Authorise Shire officers to expend budgeted amounts, liaise with the President and take any action in reasonable completion of this process;**
- 4. Authorise the Governance and Emergency Officer to provide written confirmation to WALGA Recruitment of Council's Decision.**

Vote: 5/0

That the meeting be opened to the public.

Voting Requirement Simple Majority

Council Decision Number 03/2018

Moved Cr Butt **Seconded** Cr Metcalfe

Vote 5/0

13. Closure of Meeting 9.02am