



Minutes  
of the  
Special Meeting of Council  
held on  
Thursday  
26 April 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 commitment**

Council will provide leadership, including community engagement with stakeholders, to ensure the long-term sustainability of our community. We are mindful of the social, environmental and economic impacts of our decisions and will work to ensure future generations benefit from our decisions. We will practise good governance and meet recognised standards of excellence and work diligently to achieve excellence in every aspect of our activities.

## **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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Minutes of the Special Meeting of Council held in Council Chambers,  
Cnr Honour Avenue and Flint Street, Wyalkatchem held on  
Thursday 26 April 2018.

### **1. DECLARATION OF OPENING**

**1.1 The Shire President declared the Meeting open 3.34pm**

**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 3.35pm**

**2.3 Declaration of public question time closed 3.35pm**

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

**3.1 Present:** Cr Davies, Cr Garner, Cr Gamble, Cr Butt, Cr Holdsworth, Cr Metcalfee

**3.2 Apologies:** Nill

**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:** Nill

**4.1 Petitions** Nil

**4.2 Deputations** Nil

**4.3 Presentations** Nil

**5. Meetings - Confirmation of Minutes -** No items this month

**6.0 Announcements by Presiding Person Nil**

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

**8.1 Land Use and Planning** No items this meeting

**8.2 Financials** No items this meeting

**8.3 Officer Reports to Council** No items this meeting

**8.4 Officer Reports to Council** No items this meetingg

- 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**

Ian McCabe left the room at 3.36pm,  
Ian McCabe re-entered the room at 3.36pm  
Ian McCabe left the room at 3.37pm

**12. Matters for which the meeting may be closed - 12.1 Personnel  
- Recruitment - Chief Executive Officer**

**Voting Requirement:** Absolute Majority

**Council Decision Number:** 55/2018

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

**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:** 6/0

## 12.1. PERSONNEL –RECRUITMENT – CHIEF EXECUTIVE OFFICER

<b>FILE REFERENCE:</b>	22.23.07
<b>AUTHOR'S NAME AND POSITION:</b>	Ella McDonald Administration Officer
<b>AUTHOR'S SIGNATURE:</b>	
<b>NAME OF APPLICANT/RESPONDENT/LOCATION:</b>	Shire of Wyalkatchem
<b>NOTIFICATION TO APPLICANT:</b>	Yes
<b>DATE REPORT WRITTEN:</b>	24 April 2018
<b>DISCLOSURE OF INTEREST:</b>	Not applicable
<b>PREVIOUS MEETING REFERENCE:</b>	SMC 31 January 2018 Council Decision No. 02/2018

### **Summary:**

#### **That Council Resolve the following:**

1. Appoints Ms Taryn Dayman to the position of Chief Executive Officer with the Shire of Wyalkatchem for a period of three (3) years commencing on Monday 13 August 2018 and concluding on 12 August 2021;
2. Is of the belief that Ms Dayman is suitably qualified for the position of Chief Executive Officer;
3. Is satisfied with the provisions of the proposed employment contract to be entered into with Ms Dayman with a total reward package of \$159,777 per annum, in accordance with the current Salaries and Allowances Tribunal determination for Band 4 Local Government Chief Executive Officers.
4. Authorises the Shire President to execute the contract of employment under the Common Seal of the Shire of Wyalkatchem.

### **Appendices:**

1. Minute Extract – Special Meeting of Council 31 January 2018
2. WALGA Recruitment Scope of Service
3. Draft contract of Employment between Shire of Wyalkatchem and Ms Dayman

### **Background:**

At the Special Meeting of Council on 31 January 2018, Council resolved as follows:

#### **Council Decision Number: 02/2018**

**Moved: Cr Holdsworth                      Seconded: Cr Gamble**

- 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: 6/0**

**Comment:**

WALGA Recruitment carried out the Chief Executive Officer (CEO) Recruitment process as per the resolution made by Council on the 31 January 2018. (Council Decision 02/2018)

As a result of the recruitment process, Ms Dayman has been chosen as the successful candidate.

A Contract of Employment has been negotiated with Ms Dayman and a signed copy is presented as Attachment 3.

The Terms of the Contract of Employment are consistent with the advertised remuneration package.

**Consultation:**

Full Council

Ms Lydia Highfield, WALGA Recruitment

Mr Ian McCabe, CEO Shire of Wyalkatchem

**Statutory Environment:**

1. Section 5.36 of *the Local Government Act 1995* – Employment of a CEO
2. Section 5.39 of the *Local Government Act 1995* – Contracts for CEO's
3. Local Government Operational Guidelines Number 10 – Appointing a CEO

**Policy Implications:**

There are no policy implications relative to this item.

**Financial Implications:**

The remuneration package for the Chief Executive Officer is included in the Annual Budget.

**Strategic Plan/Risk Implications:**

“Selecting and appointing a CEO is one of the most important tasks elected members may undertake during their term of office. Choosing the right person is critical to the success of the Council and the local government.” (Page 2, Appointing a CEO, Local Government Operational Guidelines Number 10)

**Voting Requirements: Absolute Majority**

**Council Decision Number: 56/2018**

**Moved:** Cr Garner

**Seconded:**Cr Buttt

**That Council resolves the following:**

1. Appoints Ms Taryn Dayman to the position of Chief Executive Officer with the Shire of Wyalkatchem for a period of three (3) years commencing on 13 August 2018 and concluding on 12 August 2021;
2. Is of the belief that Ms Dayman is suitably qualified for the position of Chief Executive Officer;
3. Is satisfied with the provisions of the proposed employment contract to be entered into with Ms Dayman with a total reward package of \$159,777 per annum, in accordance with the current Salaries and Allowances Tribunal determination for Band 4 Local Government Chief Executive Officers.
4. Authorises the Shire President to execute the contract of employment under the Common Seal of the Shire of Wyalkatchem.

**Vote:** 6/0

**Voting Requirements:** Simple Majority

**Council Decision Number:** 57/2018

**Moved:** Cr Holdsworth                      **Seconded:** Cr Gamble

**That Council Resolve the following:**

That the meeting be re-opened to the public.

**Vote:** 6/0

Ella McDonald left the room at 3.41pm

Ian McCabe and Ella McDonald re-entered the room at 3.42pm

Cr Davies thanked all that were involved in the recruitment process. Council makes many decisions and the selection of a Chief Executive Officer is one of the most important. Cr Davies thanked Ian McCabe for providing valuable guidance wherever possible and thanked Ella McDonald and Claire Trenorden for their support during the process. Cr Davies announced that he believes that Council has made a very good decision and they are looking forward to seeing what the new era brings.

**13. Closure of Meeting 3.44pm**