



## **SHIRE OF RAVENSTHORPE**

### **MINUTES**

**Special Meeting of Council held in the  
Council Chambers, Ravensthorpe,  
Thursday 1 February, 2018  
Commencing at 12.31pm**

**SPECIAL MEETING OF COUNCIL**

HELD IN THE COUNCIL CHAMBERS, RAVENSTHORPE,  
WEDNESDAY 1 FEBRUARY, 2018 AT 12.31PM

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

5.00pm – The presiding person, Cr J Belli, declared the meeting open.

**2. RECORD OF ATTENDANCE**

MEMBERS: Cr Julianne Belli (Shire Deputy President)  
Cr Kerry Dickinson  
Cr Ian Goldfinch  
Cr Thomas Major  
Cr Graham Richardson

STAFF: Ian Fitzgerald Chief Executive Officer  
Jenny Goodbourn Manager Corporate and Community  
Services  
Darryn Watkins Manager Engineering Services  
Portia Chambers Executive Assistant

APOLOGIES: Cr Keith Dunlop (Shire President)  
Cr Peter Smith

ON LEAVE OF ABSENCE:

ABSENT:

VISITORS:

Russell Harrison – Lincolns Accountants

**3. PUBLIC QUESTION TIME**

NIL

**4. DISCLOSURE OF INTEREST**

NIL

**5. SPECIAL BUSINESS****5 APPOINTMENT OF MANAGER OF CORPORATE AND COMMUNITY SERVICES**

<b>File Ref:</b>	Personal File
<b>Applicant:</b>	Not applicable
<b>Location:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	25 January 2018
<b>Author:</b>	Ian Fitzgerald – Chief Executive Officer
<b>Authorising Officer:</b>	Not applicable
<b>Attachments:</b>	None

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**Summary:**

The position of Manager of Corporate and Community Services has been advertised. This report recommends an appointment to the position.

**Background:**

Following the resignation of Mrs Jenny Goodbourn the recruitment process for a new Manager of Corporate and Community Services was implemented.

The recruitment process was undertaken in house, with advertisements placed in the West Australian, Seek and in the Australian Local Government Job Directory with a number of applications received for the position. The Chief Executive Officer together with the Shire President and Deputy President conducted 1 interview.

The interview resulted in the recommendation to appoint Mr Darren Kennedy to the position.

**Comment:**

Mr Kennedy's draft contract of employment has been provided separately to Councillors. Mr Kennedy has a range of experience in the banking, private enterprise, state government and local government having spent a number of years in a similar position with the Shire of Esperance. It is anticipated that there will be the opportunity for a hand-over before Mrs Goodbourn finishes up.

**Consultation:**

Not applicable.

**Statutory Obligations:**

The position of Manager of Corporate and Community Services is a designated Senior Officer in terms of Section 5.37(1) & (2) and Section 5.39 of the Local Government Act 1995.

Section 5.37(1):

*“A local government may designate employees or persons belonging to a class of employee to be senior employees.”*

Section 5.37(2):

*“The CEO is to inform Council of each proposal to employ or dismiss senior employee and the Council may accept or reject the CEO’s recommendation but if Council rejects a recommendation, it is to inform the CEO of the reasons for its doing so.”*

Section 5.39:

*“the employment of a person who is a CEO or a senior employee is to be governed by a written contract in accordance with this section.”*

For a permanent position the term of contract cannot exceed 5 years.

The Local Government Act also states that a contract is renewable.

**Policy Implications:**

Policy G9 and Policy G10 refers to the designation of senior officers.

**Budget / Financial Implications:**

Employment conditions are in accordance with the contract with a total package value of \$172,625 which is provided for in the 2017/18 Budget.

It is planned that the officer will commence on 5<sup>th</sup> February 2018 to allow for a short hand-over period before Mrs Goodbourn finishes up.

**Strategic Implications:**

Nil

**Sustainability Implications:**

- **Environmental:**  
There are no known significant environmental considerations.
- **Economic:**  
There are no known significant economic considerations.
- **Social:**  
There are no known significant social considerations.

**Voting Requirements:**

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 5
Moved: Goldfinch	Seconded: Cr Richardson
That Council accept the Chief Executive Officer's recommendation to appoint Mr Darren Kennedy to the position of Manager of Corporate and Community Services on the terms and conditions as outlined in the contract of employment.	
Carried: 5/0	Res: 1/18

**6. MATTERS BEHIND CLOSED DOORS**

NIL

**7. CLOSURE OF MEETING – 12.38PM**

These minutes were confirmed at the meeting of the 15 February 2018

Signed:  \_\_\_\_\_  
(Presiding Person at the meeting of which the minutes were confirmed.)

Date: 15 February 2018