



## **SPECIAL COUNCIL MEETING**

# **AGENDA**

**NOTICE IS HEREBY GIVEN that a  
Special Meeting of Council will be held  
in the Council Chambers, Welcome Road, Karratha,  
on Monday, 20 June 2022 at 4.30pm  
to consider the following:**

- **CEO Position Description**

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**CHRIS ADAMS  
CHIEF EXECUTIVE OFFICER**



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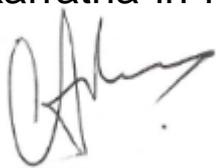
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In particular, and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a license, any statement or intimation of approval made by any member or Officer of the City of Karratha during the course of any meeting is not intended to be and is not taken as notice of approval from the City of Karratha.

The City of Karratha warns that anyone who has any application lodged with the City of Karratha must obtain and should only rely on

**WRITTEN CONFIRMATION**

of the outcome of the application, and any conditions attaching to the decision made by the City of Karratha in respect of the application.

Signed:  \_\_\_\_\_  
**Chris Adams - Chief Executive Officer**

## DECLARATION OF INTERESTS (NOTES FOR YOUR GUIDANCE) (updated 13 March 2000)

A member who has a **Financial Interest** in any matter to be discussed at a Council or Committee Meeting, which will be attended by the member, must disclose the nature of the interest:

- (a) In a written notice given to the Chief Executive Officer before the Meeting or;
- (b) At the Meeting, immediately before the matter is discussed.

A member, who makes a disclosure in respect to an interest, must not:

- (c) Preside at the part of the Meeting, relating to the matter or;
- (d) Participate in, or be present during any discussion or decision-making procedure relative to the matter, unless to the extent that the disclosing member is allowed to do so under Section 5.68 or Section 5.69 of the *Local Government Act 1995*.

### NOTES ON FINANCIAL INTEREST (FOR YOUR GUIDANCE)

The following notes are a basic guide for Councillors when they are considering whether they have a **Financial Interest** in a matter. I intend to include these notes in each agenda for the time being so that Councillors may refresh their memory.

1. A Financial Interest requiring disclosure occurs when a Council decision might advantageously or detrimentally affect the Councillor or a person closely associated with the Councillor and is capable of being measure in money terms. There are exceptions in the *Local Government Act 1995* but they should not be relied on without advice, unless the situation is very clear.
2. If a Councillor is a member of an Association (which is a Body Corporate) with not less than 10 members i.e. sporting, social, religious etc), and the Councillor is not a holder of office of profit or a guarantor, and has not leased land to or from the club, i.e., if the Councillor is an ordinary member of the Association, the Councillor has a common and not a financial interest in any matter to that Association.
3. If an interest is shared in common with a significant number of electors or ratepayers, then the obligation to disclose that interest does not arise. Each case needs to be considered.
4. If in doubt declare.
5. As stated in (b) above, if written notice disclosing the interest has not been given to the Chief Executive Officer before the meeting, then it **MUST** be given when the matter arises in the Agenda, and immediately before the matter is discussed.
6. Ordinarily the disclosing Councillor must leave the meeting room before discussion commences. The **only** exceptions are:
  - 6.1 Where the Councillor discloses the **extent** of the interest, and Council carries a motion under s.5.68(1)(b)(ii) or the *Local Government Act*; or
  - 6.2 Where the Minister allows the Councillor to participate under s5.69 (3) of the *Local Government Act*, with or without conditions.

### INTERESTS AFFECTING IMPARTIALITY

**DEFINITION:** *An interest that would give rise to a reasonable belief that the impartiality of the person having the interest would be adversely affected, but does not include an interest as referred to in Section 5.60 of the 'Act'.*

A member who has an **Interest Affecting Impartiality** in any matter to be discussed at a Council or Committee Meeting, which will be attended by the member, must disclose the nature of the interest;

- (a) in a written notice given to the Chief Executive Officer before the Meeting; or
- (b) at the Meeting, immediately before the matter is discussed.

### IMPACT OF AN IMPARTIALITY CLOSURE

There are very different outcomes resulting from disclosing an interest affecting impartiality compared to that of a financial interest. With the declaration of a financial interest, an elected member leaves the room and does not vote.

With the declaration of this new type of interest, the elected member stays in the room, participates in the debate and votes. In effect then, following disclosure of an interest affecting impartiality, the member's involvement in the Meeting continues as if no interest existed.



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# AGENDA

## 1 OFFICIAL OPENING

Cr Nunn acknowledges the traditions of the Ngarluma people, on whose land we are gathered here today.

## 2 RECORD OF ATTENDANCE / APOLOGIES

**Councillors:**  
Cr Kelly Nunn [Deputy Mayor]  
Cr Margaret Bertling  
Cr Gillian Furlong  
Cr Daiva Gillam  
Cr Geoff Harris  
Cr Pablo Miller  
Cr Travis McNaught  
Cr Daniel Scott  
Cr Joanne Waterstrom Muller

**Staff:**  
Chris Adams            Chief Executive Officer  
Phillip Trestrail       Director Corporate Services  
Arron Minchin         Director Community Services  
Jerom Hurley          A/Director Development Services  
Simon Kot              Director Strategic Projects &  
                                 Infrastructure  
Linda Phillips         Minute Secretary

**Apologies:**  
Cr Peter Long [Mayor]  
Cr Garry Bailey

**Absent:**

**Leave of Absence:**

**Members of Public:**

**Members of Media:**

## 3 DECLARATIONS OF INTEREST



## 4 REPORTS

### 4.1 CEO RECRUITMENT

<b>File No:</b>	<b>PE.197</b>
<b>Responsible Executive Officer:</b>	<b>Chief Executive Officer</b>
<b>Reporting Author:</b>	<b>Manager Human Resources</b>
<b>Date of Report:</b>	<b>17 June 2022</b>
<b>Applicant/Proponent:</b>	<b>Nil</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachment(s):</b>	<b>CEO Position Description</b>

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#### **PURPOSE**

For Council to approve the Position Description for the position of Chief Executive Officer.

#### **BACKGROUND**

Following the resignation of Chris Adams, Council at the May OCM considered and approved the position description and selection criteria for the recruitment of the Chief Executive Officer. Council also requested that the Manager Human Resources engage a Human Resources / Recruitment Consultant to assist with the recruitment.

The Manager Human Resources sourced four quotes for Executive Recruitment Services. The quotes were considered by the Selection Panel and Lester Blades was appointed. Following the appointment of Lester Blades the position description and selection criteria was reviewed and it was determined to reduce the number of selection criteria outlined in the position description to ensure a greater ability to attract applicants to the role.

The attached position description has been updated to include the selection criteria proposed by Lester Blades.

#### **LEVEL OF SIGNIFICANCE**

In accordance with Council policy CG-8 Significant Decision Making policy, this matter is considered to be of high significance in terms of Council's ability to perform its role.

#### **STATUTORY IMPLICATIONS**

Section 5.36(4) of the *Local Government Act 1995 (the Act)* provides that the position of CEO of a local government is to be advertised by the local government in the manner prescribed, and the advertisement is to contain such information with respect to the position as is prescribed.

The *Standards for CEO Recruitment, Performance and Termination* were adopted by Council in April 2021 in accordance with section 5.39A of the Act.

#### **COUNCILLOR/OFFICER CONSULTATION**

This matter was discussed with Councillors at the May 2022 Briefing Session and was considered by Council at the May Ordinary Council Meeting.

**COMMUNITY CONSULTATION**

No community consultation is required.

**POLICY IMPLICATIONS**

The *Standards for CEO Recruitment, Performance and Termination* are relevant to this matter.

**FINANCIAL IMPLICATIONS**

The engagement of a human resources / recruitment consultant is expected to cost \$45,000. This amount can be included in the draft 2022/23 budget.

**STRATEGIC IMPLICATIONS**

There are no strategic implications.

**RISK MANAGEMENT CONSIDERATIONS**

There are no risk management considerations applicable.

**IMPACT ON CAPACITY**

There is no impact on capacity or resourcing to carry out the Officer's recommendation.

**RELEVANT PRECEDENTS**

Council approved the process for recruitment of the current CEO in March 2012.

**VOTING REQUIREMENTS**

Absolute Majority.

**OPTIONS:**Option 1

As per Officer's recommendation.

Option 2

That Council by ABSOLUTE Majority pursuant to Section 5.39A of the *Local Government Act 1995* RESOLVES to APPROVE the Position Description for the recruitment of a new CEO as attached with the following amendments \_\_\_\_\_.

Option 3

That Council by ABSOLUTE Majority pursuant to Section 5.39A of the *Local Government Act 1995* RESOLVES to DEFER consideration of this matter pending further discussion.

**CONCLUSION**

The position description for the CEO was approved by Council at the May OCM. Following the appointment of a Recruitment Consultant to assist with the CEO recruitment, the position description has been reviewed and the selection criteria has been updated

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**OFFICER'S RECOMMENDATION**

That Council by ABSOLUTE Majority pursuant to Section 5.39A of the *Local Government Act 1995* RESOLVES to APPROVE the updated Position Description for the recruitment of a new CEO as attached.



# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Chief Executive Officer</b>
<b>Position Number:</b>	<b>10000</b>
<b>Directorate:</b>	<b>Executive Services</b>
<b>Classification:</b>	<b>Negotiated Contract</b>

## 1. POSITION OVERVIEW

### 1.1 Position Objectives

- Provide strong leadership and strategic management and direction for the City of Karratha to assist in achieving the vision and expectations of the Council;
- Provide the primary link through effective engagement between the Council, Staff, Stakeholders and the Community to achieve the City's goals and objectives;
- Promote integrity, corporate governance and accountability, within an environment of respect, trust, openness, honesty and fairness;
- Ensure delivery of the key goals and initiatives in the Strategic Plan on time, to budget and to quality standards;
- Ensure the efficient and effective management of the organisation, its resources and equipment to deliver key services to an agreed standard across the five towns and communities in the City;
- Oversee the financial performance of the City so that it can deliver key services and meet its obligations to the community and the broader region.
- Building a high performance work culture based on continuous improvement and delivery of outcomes.
- Foster and drive a culture of innovation and a can-do attitude in the delivery of services to ratepayers and residents.
- Work in close collaboration with the Mayor and Council to provide accurate and timely advice and information to ensure the key outcomes and objectives of the City are met;
- Ensure the highest level of organisational integrity, corporate governance and accountability, which is demonstrated within an environment of transparency, trust, openness, honesty and fairness for all.

## 2. DUTIES & RESPONSIBILITIES

### 2.1 Leadership

- Lead the delivery of a high performance work culture within the City ensuring there are sufficient resources available to deliver the key initiatives, priorities and deliverables expected of the City by Council and the community.
- Actively contribute to the performance of the organisation, provide leadership and foster cooperation and communication across all directorates.
- Ensure a strong working relationship with the Council.
- Work with the Executive team to set the required standards of leadership behaviours and performance expected and leading by example.
- Ensure an attitude of inclusion and respect is at the forefront of all City activities.

## **2.2 Strategic Planning**

- Develop, implement and review strategic, business and operational plans as required to ensure that the City meet Council's strategic objectives in an efficient and effective manner.
- Implement the agreed plans, initiatives and priorities in the Integrated Strategic Planning Framework by setting and monitoring the organisation's physical and financial resources to achieve the agreed initiatives.
- Work with Council to regularly monitor progress against the plan.
- Consider and action any changes in priorities that may arise throughout the year.
- Review performance and implement organisation changes and improvements where needed.
- Build broad understanding of and commitment to the strategic direction of the City amongst staff, the community and key stakeholders.
- Work with Council to review the strategic plan, budget and community priorities and needs each year.
- Engage regularly with the community, stakeholders and staff to test the external performance of the City and make appropriate improvements where needed.
- Review and maintain the risk management plan framework for all aspects of the business including finance, legal, people, safety, health, environment, assets, intellectual property, systems, business continuity.

## **2.3 Driving Organisational Performance**

- Provide direction and advice to Directors enabling them to effectively identify resource requirements, prepare annual operational plans, KPIs and budgets and report quarterly against business plan.
- Provide frank and regular feedback to direct reports on their performance and agreeing a set of actions for improvement.
- Ensure all staff know what is expected of them in terms of performance, behaviour and service delivery.
- Ensure that across the organisation all staff are given regular and direct feedback on their performance to improve the way they work.

## **2.4 Communication**

- Develop and implement effective communication processes with Councillors, staff, the community and external organisations.
- Manage the communication relationships between Council and the Administration to ensure the highest levels of governance and accountability throughout the organisation.
- Develop and maintain effective channels of communication and relationships with various Government bodies, statutory authorities, Local Government associations and Local Governments identified by Council to ensure that the City remains informed and where appropriate participates in the processes which may impact on its activities.
- Make representation on the issues, views, needs and policies of the City to all relevant stakeholders.
- Maintain a high level of cooperation and liaison with the officers of neighbouring Local Governments, always representing the best interests of the community.

## **2.5 Financial Management**

- Ensure the City has the sufficient financial resources available to continually meet its service and infrastructure needs while meeting all its statutory and regulatory requirements.

- Guide negotiations for financial support and contributions from key stakeholders in the Region including State Government.
- Oversee the financial health of the City and identify specific priorities each year based on the strategic plan priorities.
- Ensure that all statutory and financial reporting is completed accurately and on time.
- Regularly brief Council on the financial performance of the City and implement changes needed as appropriate.
- Seek and develop creative economic and financial outcomes for the City and the community.

## **2.6 Legislative Compliance**

- Ensure that the City operates by the ethical and behavioural standards set by the Department of Local Government and the Council in providing services to the community to reduce any risk of conflict or bias in decision making.
- Ensure understanding of the ethical, policy and statutory standards of behaviour expected of managers, staff and Councillors in performing their work.
- Monitor standards of conduct and take decisive action on any breaches of those standards.
- Implement and facilitate internal and external audits as appropriate.
- Ensure the timely preparation of Council papers and agendas prior to the monthly Council meeting.
- Ensure that relevant policies and guidelines are at contemporary best practice including those for human resources and financial management.
- Minimise legal exposure of the City through implementation of appropriate compliance programs and risk management strategies.

## **2.7 Innovation & Continual Improvement**

- Lead the development of a high performing work culture across the City based on continuous improvement and innovation to drive performance excellence in customer service delivery, work practices and delivery of quality outcomes for the community.
- Set appropriate performance targets and high standards of work performance for the Executive Team.
- Model the behaviour and standards expected of all staff and contractors working for the City,
- Continually engage with and share information with staff, the community and key stakeholders about the performance of the City and identified improvement gaps.
- Oversee the successful delivery of projects, initiatives and programs.
- Develop and introduce process improvements initiatives within the City to continuously improve delivery of services.
- Facilitate innovation, change, business process review and continuous improvement strategies.

## **2.8 Occupational Health & Safety**

The CEO is responsible for ensuring that:

- The commitments and actions outlined in the City OHS Policy are enacted.
- Directors are accountable for performing their responsibilities and actions.
- An annual OHS Plan is implemented for the City.
- The Executive Management Team reviews and considers OHS issues and concerns in accordance with the City's *OHS Consultation, Communication and Issue Resolution Policy*.
- Other roles and responsibilities outlined in the *OHS Management at the City of Karratha: Roles and Responsibilities*.

### **3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)**

#### **3.1 Essential**

- Highly developed strategic thinking, conceptual and analytical skills with a strong focus on organisation performance and achieving positive results.
- Human relations and interpersonal skills; a strong and competent developer and manager of key stakeholder relationships. Demonstrates sound political acumen.
- An approach to leadership and management which is reflective of innovation, creativity, process improvement, best practice and effective organisational change. Able to promote a positive, meaningful and ethical organisation culture that prioritises the attraction and retention of staff.
- Solutions focused and outcomes oriented with the ability to distil complex information, apply sound judgement and make good decisions.
- Understands and embraces contemporary technology and business systems.
- Commercial leadership and acumen with the ability to facilitate opportunities for growth and investment in the City.
- A person who is perceptive can accurately assess community expectations and proactively engage with our diverse community in a positive way.
- Experience and knowledge to drive continuous improvement and achieve outstanding customer service.
- Management skills including contemporary experience in physical and financial resources, budgets and other assets.
- Knowledgeable in and committed to corporate governance and compliance. A person of the highest integrity, honesty, prudence and ethics.
- Highly effective verbal and written communication skills, including public speaking. Able to advocate and negotiate.
- Self-management including time management, organised, well planned, flexible and resilient.

#### **3.2 Desirable**

- Previous executive level experience in Local Government, including in a regional area.
- Post Graduate qualifications in a relevant discipline.
- Understands property development/planning processes.
- Understands the resources industry.

## **5 CLOSURE**

The meeting closed at \_\_\_\_\_.