



MINUTES

Special Council Meeting

Tuesday, 2 November 2021

Commencing at 1.30pm

Council Chambers,

Ravensthorpe Recreation Centre

SHIRE OF RAVENSTHORPE

Minutes for the Special Meeting of Council to be held in the Council Chambers at the Ravensthorpe recreation Centre on Tuesday, 2 November 2021 – commencing at 1.30pm.

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EXTRACT FROM LOCAL GOVERNMENT ACT 1995

5.5. CONVENING COUNCIL MEETINGS

- (1) The CEO is to convene an ordinary meeting by giving each council member at least 72 hours' notice of the date, time and place of the meeting and an agenda for the meeting.
- (2) **The CEO is to convene a special meeting by giving each council member notice, before the meeting, of the date, time, place and purpose of the meeting.**

1. Declaration of Opening / Announcements of Visitors

The Presiding Member declared the meeting open at 1.31pm

2. Attendance / Apologies / Approved Leave of Absence

COUNCILLOR'S: Cr Keith Dunlop (Shire President)
 Cr Sue Leighton (Deputy Shire President)
 Cr Thomas Major
 Cr Graham Richardson

STAFF: Gary Clark (Acting Chief Executive Officer)
 Graham Steel (Director Technical Services)
 Kim Bransby (Executive Assistant)

APOLOGIES: Cr Mark Mudie

ON LEAVE OF ABSENCE: Nil.

ABSENT: Nil.

MEMBER OF THE PUBLIC: Nil.

3. Announcements by the Presiding Member

Nil.

4. Business of an Urgent Nature Introduced by Decision of Meeting

New business of an urgent nature introduced by decision of the meeting. Best practice provides that Council should only consider items that have been included on the Agenda (to allow ample time for Councillors to research prior to the meeting) and which have an Officer Report (to provide the background to the issue and a recommended decision).

4.1 Elected Members

4.1.1 Chief Executive Officer Recruitment

File Reference:	PL.RE.16
Author:	Fitz Gerald Strategies
Authorising Officer	Acting Chief Executive Officer
Date:	27 October 2021
Disclosure of Interest:	Nil
Attachments:	Job Description Form (Attachment Blue)
Previous Reference:	Item 5.2.1 – Special Council Meeting 5 October 2021

Summary:

The Council has embarked on the processes required to recruit, select and appoint a new CEO. The purpose of this report is for Council to approve a job description form for the CEO position.

Background:

The Council has appointed Fitz Gerald Strategies as consultant assisting the Council in the recruitment, selection, and appointment of a new CEO.

Comment:

The Council and the Selection Panel must comply with the provisions of ss.5.36 and ss. 5.39A and 5.39B of the *Local Government Act 1995* Regulations 18A and 18B of the *Local Government (Administration) Regulations 1996* and the Standards for CEO Recruitment, Performance and Termination, in the processes it engages in to recruit, select and appoint a new CEO.

Council must determine the selection criteria for the position of the CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.

Council must, by resolution of an absolute majority, approve a job description form for the position of CEO which sets out:

- (a) the duties and responsibilities of the position; and
- (b) the selection criteria for the position.

Council may also provide direction on all of the processes, documents and negotiations, required for the CEO recruitment, to the Selection Panel and the Recruitment Consultant.

Consultation:

Councillors
Independent Panel Member
Fitz Gerald Strategies
Acting CEO

Statutory Environment:

The Council is required to appoint a CEO pursuant to ss. 5.36(1)(a) of the Act. The Council and the Selection Panel must comply with the provisions of ss.5.36 and ss. 5.39A and 5.39B of the *Local Government Act 1995* Regulations 18A and 18B of the *Local Government (Administration) Regulations 1996* and the Standards for CEO Recruitment, Performance and Termination, in the processes it engages in to recruit, select and appoint a new CEO.

Policy Implications:

Nil.

Financial Implications:

Provision has been made in the budget for the salary and other costs associated with the employment of a CEO.

Strategic Implications:

The Council must appoint a CEO to run the day-to-day operations, and guide the strategic priorities, of the Shire.

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.

Risk Implications:

Risk	Non-compliance with ss.5.36 and ss. 5.39A and 5.39B of the <i>Local Government Act 1995</i> Regulations 18A and 18B of the <i>Local Government (Administration) Regulations 1996</i> and the Standards for CEO Recruitment, Performance and Termination.
Risk Likelihood (based on history and with existing controls)	Low.
Risk Impact / Consequence	Negative Audit Report finding breaches of any or all of ss.5.36 and ss. 5.39A and 5.39B of the <i>Local Government Act 1995</i> Regulations 18A and 18B of the <i>Local Government (Administration) Regulations 1996</i> and the Standards for CEO Recruitment, Performance and Termination.
Risk Rating (Prior to Treatment or Control)	Three
Principal Risk Theme	Non-compliance with ss.5.36 and ss. 5.39A and 5.39B of the <i>Local Government Act 1995</i> Regulations 18A and 18B of the <i>Local Government (Administration) Regulations 1996</i> and the Standards for CEO Recruitment, Performance and Termination.
Risk Action Plan (Controls or Treatment Proposed)	Ensure compliance with ss.5.36 and ss. 5.39A and 5.39B of the <i>Local Government Act 1995</i> Regulations 18A and 18B of the <i>Local Government (Administration) Regulations 1996</i> and the Standards for CEO Recruitment, Performance and Termination

Risk Matrix:

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 3 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Moved: Cr Leighton

Seconded: Cr Major

Res: 140/21

Decision:

That Council approve;

the Job Description Form as attached for the recruitment, selection and appointment of a Chief Executive Officer.

Voting Requirements: Absolute Majority

Carried: 4/0


4.2 Officers

Nil.

6. Closure of Meeting

The Presiding Member declared the meeting closed at 1.42pm.

These minutes were confirmed at the meeting of the Ordinary Council Meeting on 16 November 2021.

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

Date: 16 November 2021

ATTACHMENT



JOB DESCRIPTION FORM

Position Title:	Chief Executive Officer
Directorate:	Executive Services
Reports to:	Shire President
Date effective:	November 2021
Award Level:	Contract
Position No.:	1

1. Purpose

1.1 Primary Functions of the Chief Executive Officer

Provide executive leadership and strategic management and direction for the Shire of Ravensthorpe.

Commits to and leads the Shire's organisational values namely:

- Passionate Commitment to Service
- Proudly Promoting and Advocating for Our Community
- Clear and Regular Communication
- Openly reporting on Progress and Listening to Community with Feedback

Fulfil the statutory requirements of Chief Executive Officer with responsibility for advising Council on its compliance with the Local Government Act and other statutes.

Ensure on behalf of Council the implementation of its strategic objectives, policies and statutory requirements, by managing, facilitating and evaluating activities and the resources (human and financial) available to the respective programme areas.

Provide support and assistance to the Council and act as the principal adviser to Council on all matters of policy and give advice to Council on their statutory powers, responsibilities and limitations.

Manage the relationships between Council and the Administration to ensure the highest levels of governance and accountability throughout the organisation and compliance with the Code of Conduct.

Foster and maintain public relations to provide the highest standards of service to ratepayers, the community and other bodies with whom the council is associated.

Provide the primary link through communication and consultation between the Council, Staff and the Community to achieve the Shire's goals and objectives.

Develop and implement effective and equitable human resource policies and ensure people are properly employed and developed.

Assist and advise Council on the development of responsible and appropriate corporate objectives and policies, including a reporting framework for monitoring performance.

Management of a multidisciplinary team to achieve a competent and cost-effective service to Stakeholders.

Enhance the Shire's image and working relationships with the general public, Government Departments, Authorities, and other key stakeholders.

Advise Council in the development and implementation of an effective Community Engagement Framework.

1.2 Strategic Focus

The Vision is to be a growing community, thriving and resilient, sharing our natural wonderland with the world.

1.3 Four Year Priorities

OUTCOME	FOUR YEAR PRIORITIES
<p>Economy</p> <p>The population is growing, in tandem with a thriving, resilient local economy</p>	<ul style="list-style-type: none"> • Support Hopetoun caravan park development and upgrade • Make land available for lease by a private operator for short term accommodation nearby to the Munglinup Community Centre • Upgrade Munglinup Information Bay • Upgrade Ravensthorpe Information Bay • “Range to Sea” tourism circuit promotion, including biosphere promotion • Support new and existing tourism businesses to collaborate and develop • Develop short trip tourism through airport • Expand and develop accessible vehicle parking
<p>Community</p> <p>This is a safe and family- friendly community where people of all ages have access to services and facilities, and there is plenty to blow your socks off</p>	<ul style="list-style-type: none"> • Additional wing on Ravensthorpe Hospital for respite facility (advocacy) • Support for community groups and programs • School liaison • Universal beach access • Partnering with sporting clubs to progress facility upgrades

OUTCOME	FOUR YEAR PRIORITIES
	<ul style="list-style-type: none"> • Reopen upgraded Munglinup bowling green with at least four greens • Enclose the veranda of the Munglinup Community Centre for a gym area • Support fire brigades to obtain facilities and equipment
<p>Built Environment</p> <p>The built environment is accessible, honours history and provides for the economic and social needs of residents, industry and visitors</p>	<ul style="list-style-type: none"> • Ravensthorpe Town Centre – streetscape grants (private realm) • Hopetoun Town Centre streetscape (public realm) • Cultural precinct • Museum upgrade • Arts Centre and Community Garden in Hopetoun (several options – to be determined) • Improve existing beach access points • Work with Department of Transport and advocate for improved groyne/boating facilities
<p>Natural Environment</p> <p>Our unique world class biosphere is valued and protected for the enjoyment of current and future generations</p>	<ul style="list-style-type: none"> • Work with Department of Water to increase bores and strategic community dams in rural areas for stock water • Transfer Station in Munglinup • Improve maintenance of wastewater system in Munglinup • Renewable energy - wind and solar (advocacy)
<p>Governance and Leadership</p> <p>The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward</p>	<ul style="list-style-type: none"> • Community engagement and communication • Advocacy and collaboration

2. Key Responsibilities

2.1 Functions and Duties

KEY FUNCTIONS	SPECIFIC DUTIES
<p>Culture of innovation and continuous improvement</p>	<ul style="list-style-type: none"> • Implements best practice risk management systems and provides Council with assurance about the effectiveness of those systems • Adopts industry best practice standards • Applies benchmarking or industry comparisons as a tool for performance improvement • Manages and leads innovation that improves service delivery in a cost effective manner

KEY FUNCTIONS	SPECIFIC DUTIES
Strategic Planning, Asset and Financial Management	<ul style="list-style-type: none"> • Advises Council on the development of the Integrated Planning and Reporting Framework • Implements the requirements to the Integrated Planning and Reporting Framework • Develops and implements operational plans to deliver the Corporate Business Plan • Applies financial benchmarks such as unit costs to measure and improve the effectiveness and efficiency of service delivery • Seeks supplementary funding including grants to fund priority projects and services • Ensures compliance with Council's purchasing and tendering procedures • Ensures delivery of projects in accordance with Council priorities

KEY FUNCTIONS	SPECIFIC DUTIES
Information and knowledge management	<ul style="list-style-type: none"> • Ensures compliance with the State Records Act 2000 • Ensures compliance with the Shire's Retention and Disposal Schedule • Ensures compliance with requirements of Freedom of Information Legislation
Community and Customer Focus	<ul style="list-style-type: none"> • Implements best practice community engagement to align community expectations with the Shire's service delivery capacity • Regularly researches stakeholder needs including people with disabilities, youth and frail aged • Measures and reports on customer service and satisfaction • Delivers programs and services in a cost effective and timely manner • Ensures customer complaints are registered and acted upon in a timely manner • Consults and involves stakeholders in decision making • Maintains positive customer relations
People management	<ul style="list-style-type: none"> • Develops a positive Organisational Culture that positions the Shire as an employee of choice • Ensures employees have clear responsibilities and performance targets • Evaluates employee performance and competency • Develops and maintains a safe and fair working environment • Develops workforce plans and supports talent i.e. career growth and succession • Ensures staff requests and issues are resolved in a timely manner • Ensures effective team communication

KEY FUNCTIONS	SPECIFIC DUTIES
	<ul style="list-style-type: none"> • Provides Council with data that measures the effectiveness of people management
Measure and report on success and sustainability	<ul style="list-style-type: none"> • Leads achievement of performance targets • Completes and submits performance reports to Council on a quarterly basis • Reports annual on performance against the Corporate Business Plan • Ensures Statutory Returns and compliance requirements are completed accurately and in a timely manner • Reports on performance objectives to Council on a quarterly basis
Stakeholder Engagement and Communication	<ul style="list-style-type: none"> • Identifies and manages relationships with key stakeholders • Develops and implements a Community Engagement Framework • Ensures effective communication with all stakeholders and the community • Works collaboratively with regional local governments and participates in industry forums that benefit the Shire • Promotes the work of the Shire • Promotes the Shire as a place to live, work and invest

2.2 General Accountabilities

- Works in accordance with Equal Opportunity and Anti-discrimination legislation, policy and procedures
- Works in accordance with the Shire's Occupational Safety and Health, policy and procedures
- Adheres to the Shire's Code of Conduct
- Provides Council with all necessary advice to inform evidenced based decisions
- Ensure all decisions of Council are implemented

3. Relationship Management

3.1 Internal

- Responsible to Council
- Liaises with the Shire President
- Responsible for all staff

3.2 External

- Ratepayers and residents
- Community organisations
- Local business community

- Industry bodies
- Regional Local Governments
- Consultants and contractors
- Department of Local Government, Sport and Cultural Industries
- Relevant State Government Departments and agencies
- WA Local Government Association

4. Extent of Authority

In accordance with the provisions of the Local Government Act 1995 and other relevant legislation, Council delegations and policies.

5. Selection Criteria

5.1 Essential

- Experience in a senior management position within Local Government, or as a senior executive in the commercial, community or public sector
- Sound experience in project delivery ensuring projects delivered cost-effectively and in a timely manner
- Demonstrated experience leading and implementing strategic business planning including exposure to the Integrated Planning and Reporting Framework
- Demonstrated experience leading and managing people in a multi-disciplinary environment, including the ability to develop an empowered organisational culture
- Demonstrated ability to identify and promote the unique benefits of living in and doing business in this Shire
- Contemporary resource management skills including people, assets and financial resources that support the effective delivery services
- Strong strategic financial management skills and business acumen in service planning
- Strong experience undertaking community engagement, relationship building, and partnership development
- Exceptional interpersonal skills with a good track record in developing a positive work culture, attracting, and retaining excellent staff
- Effective verbal and written communication skills including the ability to present complex information
- Knowledge of legislative and corporate governance/compliance requirements
- Tertiary qualifications in a relevant discipline; or other qualifications in a relevant discipline.

5.2 Desirable

- Previous experience at a senior level in Local Government or equivalent within the public or private sector
- Qualification or programs completed in business management

- Experience implementing the Local Government Integrated Planning and Reporting Framework
- Awareness of issues affecting WA Local Government Authorities.

6. Authorisation and Signature

This Position Description is indicative of the position at this point in time. This Position Description will be reviewed annually as part of the performance review cycle in accordance to the organisations performance management procedure, or if the position is updated in accordance to organisational changes as required at the time of change.

Approved by:	Shire President and elected Council members
Recommended by:	Shire President
Prepared by:	CEO Selection Panel 2021
Reviewed Date:	November 2021

Shire President: _____ Date: _____
(Signature)

Accepted by Employee: _____ Date: _____
(Signature)

Name of Employee: _____