



MINUTES

SPECIAL COUNCIL MEETING

Wednesday 15 May 2019

5.30pm

City of Albany
Council Chambers

CITY OF ALBANY COMMUNITY STRATEGIC PLAN (ALBANY 2023)



SPECIAL COUNCIL MEETING
MINUTES – 15/05/2019

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SPECIAL COUNCIL MEETING
MINUTES – 15/05/2019

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS:

The Mayor declared the meeting open at 6.00pm.

2. OPENING PRAYER:

“Heavenly Father, we thank you for the peace and beauty of this area. Direct and prosper the deliberations of this Council for the advancement of the City and the welfare of its people. Amen.”

“We would like to acknowledge the Noongar people who are the Traditional Custodians of the Land.

We would also like to pay respect to Elders both past and present”.

3. PUBLIC QUESTION AND STATEMENT TIME:

Each person asking questions or making comments at the Open Forum will be **LIMITED** to a time period of **4 MINUTES** to allow all those wishing to comment an opportunity to do so.

4. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED):

Mayor	D Wellington
Councillors:	
Breaksea Ward	R Hammond
Breaksea Ward	P Terry
Frederickstown Ward	G Stocks
Frederickstown Ward	R Stephens
Kalgan Ward	E Doughty
Kalgan Ward	B Hollingworth
Vancouver Ward	J Shanhun
West Ward	A Goode JP
West Ward	S Smith
Yakamia Ward	R Sutton
Yakamia Ward	A Moir
Staff:	
Chief Executive Officer	A Sharpe
Manager Human Resources	L Harding
Meeting Secretary	J Williamson
Apologies:	
Vancouver Ward	T Sleeman (Leave of Absence)

5. DECLARATIONS OF INTEREST:

Name	Report Number	Nature of Interest
Nil		

SCM017: APPOINTMENT OF SENIOR DESIGNATED EMPLOYEE - EXECUTIVE DIRECTOR INFRASTRUCTURE AND ENVIRONMENT

Attachments : **CONFIDENTIAL – Draft Contract, Curriculum Vitae and Selection Panel Report.**

Report Prepared By : Manager Human Resources (L Harding)

Responsible Officers: : Chief Executive Officer(A Sharpe)

This report was considered as CONFIDENTIAL in accordance with section 5.23(2)(a) of the Local Government Act 1995, as it relates to a matter affecting an employee.

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
 - **Theme:** Leadership.
 - **Objective:** To provide strong, accountable leadership supported by a skilled and professional workforce
 - **Community Priority:** Provide positive leadership that delivers community outcomes.

In Brief:

- Council is requested to endorse the Chief Executive Officer's determination to fill the vacant position of Executive Director Infrastructure and Environment with the preferred candidate, and offer the successful applicant a negotiated contract within the prescribed salary range for a term of five years.

5.42PM

SCM017: RESOLUTION
VOTING REQUIREMENT: SIMPLE MAJORITY

MOVED: COUNCILLOR MOIR
SECONDED: COUNCILLOR SUTTON

THAT the meeting go behind closed doors to discuss Confidential Item SCM017: Appointment of Senior Designated Employee-Executive Director Infrastructure and Environment.

CARRIED 12-0

5.47PM

SCM017: RESOLUTION
VOTING REQUIREMENT: SIMPLE MAJORITY

MOVED: COUNCILLOR SUTTON
SECONDED: COUNCILLOR HOLLINGWORTH

THAT the meeting come out from behind closed doors.

CARRIED 12-0

RECOMMENDATION

SCM017: RESOLUTION
VOTING REQUIREMENT: SIMPLE MAJORITY

MOVED: COUNCILLOR HAMMOND
SECONDED: COUNCILLOR STEPHENS

THAT:

- 1) **The Selection Committee Report for the position of Executive Director Infrastructure and Environment be NOTED; and**
- 2) **The Chief Executive Officer's determination to fill the vacant position of Executive Director Infrastructure and Environment and offer the successful applicant Mr Paul Camins a negotiated contract within the prescribed salary range for a term of 5 years, be ENDORSED.**

CARRIED 12-0

BACKGROUND

2. As determined by Council, the position of Executive Director Infrastructure and Environment is a designated Senior Employee position in accordance with section 5.37 of the *Local Government Act 1995*.
3. The Recruitment Panel has conducted a thorough, recruitment and selection process and have recommended the preferred candidate. The Recruitment Panel consisted of:
 - Mr Andrew Sharpe - CEO - City of Albany
 - Mr Michael Cole – Executive Director Corporate Services – City of Albany
 - Mr Oliver Darby - Director Engineering and Works Services – City of Busselton
 - Ms Libby Harding – Manager Human Resources – City of Albany

DISCUSSION

4. The position of Executive Director Infrastructure and Environment was advertised widely and 29 applications were received.
5. Initial shortlisting of the applicants, conducted by Manager Human Resources, narrowed the field of applicants to 14. A final shortlist of 6 was determined by the CEO, Executive Director Corporate Services and Manager Human Resources using the recruitment module within the online human resources platform – ELMO.
6. The prospective applicant list was narrowed further to 2 applicants after the first round of interviews held on Monday 15 April 2019.
7. First round interviews were conducted by the Chief Executive Officer, Executive Director Corporate Services, Manager Human Resources and Director Engineering and Works Services – City of Busselton.
8. Final interviews were held on Tuesday 23 April 2019 by the CEO, Executive Director Corporate Services and Manager Human Resources.
9. In addition to being qualified, the recommended applicant, Mr Paul Camins, has excellent senior management and local government experience.

Background

10. Mr Camins graduated from the University of Western Australia as a Civil Engineer in 1994 and commenced work as an Engineer in the private sector with a civil engineering firm.
11. He then spent almost 3 years at Main Roads as an Engineer within the Asset Management business unit.
12. In 2000, Mr Camins moved to Albany for a year working for an international civil engineering firm; his role was responsible for asset management of the Great Southern road network.
13. Mr Camins then took up an opportunity to work in the UK and it was in London where he first worked in local government, project managing road condition surveys for over 1,600kms of roads.
14. Upon returning to Australia, Mr Camins worked briefly in Perth before a Senior Engineer role with his former employer in Albany became available in September 2003. Since then, Paul has remained in Albany working in senior engineering roles with Opus International Consultants and as Albany Manager for Wescon Civil Construction.
15. In November of 2011 Mr Camins commenced working for the City of Albany as the Planning and Development Engineer. He then became the Manager Building and Engineering Services and in November 2016 was the successful candidate for the role of Executive Director Development Services.

Experience and Qualifications

16. Mr Camins brings excellent skills in strategic and operational planning as well as project management and asset management. He has demonstrated this in local government as a member of the City of Albany's Executive Management Team (EMT) and in his private sector roles at local and international organisations. Paul has managed very large teams of people and multi-million dollar projects.
17. Mr Camins is a qualified Engineer having received his Bachelor of Civil Engineering from the University of Western Australia
18. Mr Camins meets the position selection criteria and was assessed by the Selection Panel as having all the required skills to fulfil the requirements of this senior position.

GOVERNMENT & PUBLIC CONSULTATION

19. No consultation is required.

STATUTORY IMPLICATIONS

20. Section 5.37(2) of the *Local Government Act 1995* states:

"The CEO is to inform the council of each proposal to employ or dismiss a senior employee, other than a senior employee referred to in section 5.39(1a), and the council may accept or reject the CEO's recommendation but if the council rejects a recommendation, it is to inform the CEO of the reason for its doing so."

21. Voting Requirement: **Simple Majority**.

POLICY IMPLICATIONS

22. There are no policy implications related to this report.

RISK IDENTIFICATION & MITIGATION

23. The risk identification and categorisation relies on the City’s Enterprise Risk and Opportunity Management Framework.

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Legal & Compliance: Recruitment process compromised.</i>	<i>Unlikely</i>	<i>Major</i>	<i>Medium</i>	<i>Standard City of Albany recruitment processes followed. External, technical expert used on recruitment panel.</i>

FINANCIAL IMPLICATIONS

24. All costs associated with appointing the Executive Director Infrastructure and Environment contract and the proposed remuneration package are within budget allocation.

LEGAL IMPLICATIONS

25. Refer to risk identification and mitigation section of this report, and the requirements of section 5.37 of the *Local Government Act* which governs the appointment of Senior Designated Employees.

ENVIRONMENTAL CONSIDERATIONS

26. Nil.

ALTERNATE OPTIONS

27. No alternate options are proposed.

CONCLUSION

28. The Chief Executive Officer and the Recruitment Panel believe that the applicant is suitably qualified for the position of Executive Director Infrastructure and Environment.
29. It is recommended that Council adopt the Responsible Officer’s Recommendation.

Consulted References	:	<i>Local Government Act 1995 Local Government (Administration) Regulations 1996</i>
File Number (Name of Ward)	:	Personnel File
Previous Reference	:	N/A

6.0 CLOSURE OF MEETING: There being no further business the Mayor declared the meeting closed at 5.49PM.

(Unconfirmed Minutes)

Dennis W Wellington
MAYOR