



the place
to live

MINUTES OF THE SPECIAL COUNCIL MEETING

Held on Thursday 14 April 2022

Released to the public on 21 April 2022

**LIVE STREAMING OF THE COUNCIL MEETING WAS MADE AVAILABLE ON
COUNCIL'S INTERNET SITE.**



ACKNOWLEDGEMENT OF TRADITIONAL OWNERS AND ABORIGINAL AND TORRES STRAIT ISLANDER COMMUNITIES IN DAREBIN

Darebin City Council acknowledges the Wurundjeri Woi-Wurrung people as the Traditional Owners and custodians of the land we now call Darebin and pays respect to their Elders, past, present and emerging.

Council pays respect to all other Aboriginal and Torres Strait Islander communities in Darebin.

Council recognises, and pays tribute to, the diverse culture, resilience and heritage of Aboriginal and Torres Strait Islander people.

We acknowledge the leadership of Aboriginal and Torres Strait Islander communities and the right to self-determination in the spirit of mutual understanding and respect.



English

These are the Minutes for the Council Meeting. For assistance with any of the items in the minutes, please telephone 8470 8888.

Arabic

هذه هي محاضر اجتماع المجلس. للحصول على المساعدة في أي من البنود في المحاضر، يرجى الاتصال بالهاتف 8470 8888.

Chinese

这些是市议会会议纪要。如需协助了解任何纪要项目，请致电8470 8888。

Greek

Αυτά είναι τα Πρακτικά της συνεδρίασης του Δημοτικού Συμβουλίου. Για βοήθεια με οποιαδήποτε θέματα στα πρακτικά, παρακαλείστε να καλέσετε το 8470 8888.

Hindi

ये काउंसिल की बैठक का सारांश है। सारांश के किसी भी आइटम में सहायता के लिए, कृपया 8470 8888 पर टेलीफोन करें।

Italian

Questo è il verbale della riunione del Comune. Per assistenza con qualsiasi punto del verbale, si prega di chiamare il numero 8470 8888.

Macedonian

Ова е Записникот од состанокот на Општинскиот одбор. За помош во врска со која и да било точка од записникот, ве молиме телефонирајте на 8470 8888.

Nepali

यी परिषद्को बैठकका माइन्युटहरू हुन्। माइन्युटका कुनै पनि वस्तुसम्बन्धी सहायताका लागि कृपया 8470 8888 मा कल गर्नुहोस्।

Punjabi

ਇਹ ਵੈੱਸਲ ਦੀ ਮੀਟਿੰਗ ਵਾਸਤੇ ਸੰਖੇਪ ਸਾਰਾਂਸ਼ ਹੈ। ਸੰਖੇਪ ਸਾਰਾਂਸ਼ ਵਿਚਲੀਆਂ ਕਿਸੇ ਵੀ ਆਈਟਮਾਂ ਸੰਬੰਧੀ ਸਹਾਇਤਾ ਵਾਸਤੇ, ਕਿਰਪਾ ਕਰਕੇ 8470 8888 ਨੂੰ ਟੈਲੀਫੋਨ ਕਰੋ।

Somali

Kuwaani waa qodobadii lagaga wada hadlay Fadhiga Golaha. Caawimada mid kasta oo ka mid ah qodobada laga wada hadlay, fadlan la xiriiir 8470 8888.

Spanish

Estas son las Actas de la Reunión del Concejo. Para recibir ayuda acerca de algún tema de las actas, llame al teléfono 8470 8888.

Urdu

یہ کاؤنسل کی میٹنگ کی روداد کے نقاط ہیں۔ روداد کے کسی بھی حصے کے بارے میں مدد کے لیے براہ مہربانی 8470 8888 پر فون کریں۔

Vietnamese

Đây là những Biên bản Họp Hội đồng Thành phố. Muốn có người trợ giúp mình về bất kỳ mục nào trong biên bản họp, xin quý vị gọi điện thoại số 8470 8888.

Table of Contents

Item Number	Page Number
1. PRESENT	5
2. APOLOGIES.....	5
3. DISCLOSURES OF CONFLICTS OF INTEREST.....	5
4. CONSIDERATION OF REPORTS.....	6
5.1 CONTRACT AWARD CT202223 RECRUITMENT SERVICES FOR CEO APPOINTMENT	6
4.2 COMPOSITION OF THE CEO EMPLOYMENT MATTERS COMMITTEE AND PROCESSES TO SUPPORT THE COMMITTEE AND PROPOSED CEO RECRUITMENT PROCESS	9
5. CLOSE OF MEETING	12

**MINUTES OF THE SPECIAL MEETING OF THE
DAREBIN CITY COUNCIL HELD AT DAREBIN CIVIC CENTRE,
350 HIGH STREET PRESTON ON THURSDAY 14 APRIL 2022**

THE MEETING OPENED AT 5.34 pm

1. PRESENT

Councillors

Cr. Lina Messina (Mayor) (Chairperson)

Cr. Trent McCarthy (Deputy Mayor)

Cr. Emily Dimitriadis (Arrived 5.38 pm)

Cr. Gaetano Greco

Cr. Tom Hannan

Cr. Tim Laurence

Cr. Susan Rennie

Cr. Julie Williams

Council Officers

Jodie Watson - General Manager Governance and Engagement

Stephen Mahon - Coordinator Council Business

Georgina Steele - Council Business Officer

Michelle Martin – Council Business Officer

2. APOLOGIES

An apology was received for Cr. Susanne Newton.

3. DISCLOSURES OF CONFLICTS OF INTEREST

Nil

4. CONSIDERATION OF REPORTS

4.1 CONTRACT AWARD CT202223 RECRUITMENT SERVICES FOR CEO APPOINTMENT

EXECUTIVE SUMMARY

On 10 March 2022 the CEO tendered her resignation with her last active day being 22 April 2022.

If there is a vacancy in the office of the CEO, the Council must appoint a person to be the Acting CEO if it is for more than 28 days in accordance with the Policy. The CEO is delegated to appoint an Acting CEO for a period of up to 28 days.

The CEO Employment Matters Committee has responsibility for managing the appointment for an interim CEO during the period of recruitment for a new CEO and providing a recommendation to Council for decision.

On 22 March 2022 the CEO Employment Matters Committee endorsed the Request for Quotation document, which aligned to the requirements outlined in the adopted CEO Employment and Remuneration Policy.

On 26 March 2022 the CEO Employment Matters Committee endorsed a Framework for the approach to recruitment of the CEO that articulated the responsibilities of the Committee and identified the role that all Councillors would play through key stages of the recruitment process. These steps are aligned to the request for quotation to secure a recruitment agency and the CEO Employment and Remuneration Policy. The procurement approach for this contract and evaluation has been consistent with this Framework.

The CEO Employment Matters Committee have managed the procurement process and formed the Evaluation Panel to appoint Recruitment Services for CEO appointment, including both the interim and substantive CEO positions. The Evaluation Panel established Request for Quote requirements at a meeting on 15 March 2022, followed by out of session refinement and endorsement. Evaluation of submissions was undertaken on 4 April 2022 and 8 April 2022, and the final evaluation was informed by presentations from the top two submissions.

A recommendation to appoint the preferred agency to Council was resolved on 8 April 2022.

Officer Recommendation

That Council:

- (1) Awards contract CT2022223 for Recruitment Services for CEO appointment to _____.
- (2) Authorises the Chief People and Culture Officer to finalise and execute the contract documents on behalf of Council.

Motion

MOVED: Cr. S Rennie
SECONDED: Cr. T McCarthy

That Council:

- (1) Awards contract CT2022223 for Recruitment Services for CEO appointment to **Fisher Leadership (JFE Global Pty Ltd)**.
- (2) Authorises the Chief People and Culture Officer to finalise and execute the contract documents on behalf of Council.

Amendment

MOVED: Cr. G Greco
SECONDED: Cr. E Dimitriadis

That Council:

- 1) Awards contract CT2022223 for Recruitment Services for CEO appointment to **Fisher Leadership (JFE Global Pty Ltd), removing the requirement for the recruitment of the interim CEO as a required service and adjusted to an optional service.**
- 2) Authorises the Chief People and Culture Officer to finalise and execute the contract documents on behalf of Council.
- 3) **Request that an internal Expression of Interest process be undertaken for the appointment of the interim CEO and should there not be an appointment made, the matter be reported to Council prior to the current Acting CEO tenure ending.**

LOST

The amendment was put and lost on the casting vote of the Mayor

For: Cr's. Greco, Laurence, Dimitriadis and Williams (4)

Against: Cr's. McCarthy, Rennie, Hannan, and Messina x 2 (5)

Further Amendment

MOVED: Cr. G Greco
SECONDED: Cr. T Laurence

That Council:

- 1) Awards contract CT2022223 for Recruitment Services for CEO appointment to **Fisher Leadership (JFE Global Pty Ltd)**, removing the requirement for the recruitment of the interim CEO as a required service and adjustment to an optional service.
- 2) Authorises the Chief People and Culture Officer to finalise and execute the contract documents on behalf of Council.
- 3) **Request advice from the MAV on a list of available and experienced former CEO's who are available to take on the role of interim CEO at short notice.**

LOST

The Amendment was put and lost on the casting vote of the Mayor.

For: Cr's Greco, Laurence, Dimitriadis and Williams (4)

Against: Cr's McCarthy, Rennie, Hannan and Messina x 2 (5)

The motion before Council ie the Officer Recommendation was put and carried

Council Resolution

MINUTE NO. 22-066

MOVED: Cr. S Rennie
SECONDED: Cr. T McCarthy

That Council:

- (1) Awards contract CT2022223 for Recruitment Services for CEO appointment to **Fisher Leadership (JFE Global Pty Ltd)**.
- (2) Authorises the Chief People and Culture Officer to finalise and execute the contract documents on behalf of Council.

CARRIED

For: Cr's Hannan, McCarthy, Dimitriadis, Messina and Rennie

Against: Nil

Abstained: Cr's Greco, Laurence and Williams (3)

The Mayor adjourned the meeting for a brief break at 6.40 pm.

The Meeting resumed at 6.50 pm.

4.2 **COMPOSITION OF THE CEO EMPLOYMENT MATTERS COMMITTEE AND PROCESSES TO SUPPORT THE COMMITTEE AND PROPOSED CEO RECRUITMENT PROCESS**

This item was listed at the direction of the Mayor who had called this Special Council Meeting pursuant to Clause 1.1.3 of Councils Governance Rules.

The Mayor advised that as she had listed this Item on the Agenda she would be moving a motion and accordingly would remove herself from the Chair.

6.51 pm the Mayor left the Chair and the Deputy Mayor Cr McCarthy assumed the Chair.

Motion

MOVED: Cr. L Messina
SECONDED: Cr. S Rennie

That Council:

- 1) Note that recruitment for the CEO is due to commence upon appointment of the recruitment services for CEO appointment.
- 2) Endorse the appointment of 7 Councillors to the CEO Employment Matters Committee (Cr's Dimitriadis, Greco, Laurence, McCarthy, Hannan, Rennie and Messina) for the duration of the recruitment of the CEO up to confirmation of appointment, acknowledging that Cr's Newton and Williams indicated at the March Council meeting they did not wish to be members of the Committee.
- 3) Note that further to the above composition, Council provide the opportunity for Cr's Williams and Newton to reconsider their interest in being part of the CEO Employment Matters Committee at any point throughout the process.
- 4) Appoints an independent conduct and probity advisor for the CEO Employment Matters Committee and CEO recruitment in an effort to demonstrate best practice sector leadership, to commence prior to the process for shortlisting the interim CEO and to attend and observe each meeting associated with the appointment of the interim and permanent CEO and to provide a confidential written report to the Mayor and the Chief People and Culture Officer following each meeting and a confidential report to the Council on a monthly basis throughout the process.
- 5) Delegates the General Manager Governance and Engagement to do all things necessary to appoint the aforementioned independent conduct and probity advisor.
- 6) Calls for a report to the next Council meeting to outline the framework for the recruitment of the CEO, including the functions of the CEO Employment Matters Committee, the inclusion of all Councillors throughout the process and the decisions to be made by Council.

Amendment

MOVED: Cr. G Greco
SECONDED: Cr. E Dimitriadis

That Council:

- 1) Note that recruitment for the CEO is due to commence upon appointment of the recruitment services for CEO appointment.
- 2) Endorse the appointment of 7 Councillors to the CEO Employment Matters Committee (Cr's Dimitriadis, Greco, Laurence, McCarthy, Hannan, Rennie and Messina) ~~for the duration of the recruitment of the CEO up to confirmation of appointment,~~ acknowledging that Cr's Newton and Williams indicated at the March Council meeting they did not wish to be members of the Committee.
- 3) Note that further to the above composition, Council provide the opportunity for Cr's Williams and Newton to reconsider their interest in being part of the CEO Employment Matters Committee at any point throughout the process.
- 4) Appoints an independent conduct and probity advisor for the CEO Employment Matters Committee and CEO recruitment in an effort to demonstrate best practice sector leadership, to commence prior to the process for shortlisting the interim CEO and to attend and observe each meeting associated with the appointment of the interim and permanent CEO and to provide a confidential written report to the Mayor and the Chief People and Culture Officer following each meeting and a confidential report to the Council on a monthly basis throughout the process.
- 5) Delegates the General Manager Governance and Engagement to do all things necessary to appoint the aforementioned independent conduct and probity advisor.
- 6) Calls for a report to the next Council meeting to outline the framework for the recruitment of the CEO, including the functions of the CEO Employment Matters Committee, the inclusion of all Councillors throughout the process and the decisions to be made by Council.

LOST

The amendment was put and lost on the casting vote of the Chairperson.

For: Cr's Greco, Laurence, Dimitriadis and Williams (4)

Against: Cr's Messina, Rennie, Hannan and McCarthy x 2 (5)

Further Amendment

MOVED: Cr. T Hannan
SECONDED: -

That Council

- 1) Calls for a report to the next Council meeting to outline the framework for the recruitment of the CEO **as endorsed by the CEO Employment Matters Committee, summarising** the functions of the CEO Employment Matters Committee, the inclusion of all Councillors throughout the process and the decisions to be made by Council.

The mover and seconder of the motion before Council both indicated their agreement to the amendment and it became the substantive motion before Council.

7.30 pm Cr Dimitriadis left the Council Meeting and did not return

7.32 pm Cr Greco left the Council Meeting and did not return

7.35 pm Cr Laurence left the Council Meeting and did not return

7.38 pm Cr Williams left the Council Meeting and did not return

Inability to Maintain a Quorum

The departure from the meeting of Cr's Dimitriadis, Greco, Laurence and Williams meant that the meeting quorum of five (5) was lost.

The General Manager Governance & Engagement closed the meeting and advised that the undisposed business ie Item 4.2 **Composition of the CEO Employment Matters Committee and Processes to Support the Committee and Proposed CEO recruitment Process** would be listed at the April Ordinary Council Meeting .

5. CLOSE OF MEETING


The meeting closed at 7.38 pm.

**CITY OF
DAREBIN**

274 Gower Street, Preston
PO Box 91, Preston, Vic 3072
T 8470 8888 F 8470 8877
E mailbox@darebin.vic.gov.au
darebin.vic.gov.au

 **National Relay Service**
relayservice.gov.au

If you are deaf, or have a hearing or speech impairment, contact us through the National Relay Service.

 **Speak your language**
T 8470 8470

العربية	Italiano	Soomalil
繁體中文	Македонски	Español
Ελληνικά	नेपाली	اردو
हिंदी	ਪੰਜਾਬੀ	Tiếng Việt