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AGENDA

Special Council Meeting to be held
at Darebin Civic Centre,
350 High Street Preston
on Monday, 24 July 2017
at 6pm.

Public question time will
commence shortly after 6pm.

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Agenda

1. MEMBERSHIP

Cr. Kim Le Cerf (Mayor) (Chairperson)

Cr. Steph Amir

Cr. Gaetano Greco (Deputy Mayor)

Cr. Trent McCarthy

Cr. Lina Messina

Cr. Susanne Newton

Cr. Susan Rennie

Cr. Julie Williams

2. APOLOGIES

Cr. Tim Laurence is on an approved leave of absence.

3. DISCLOSURES OF CONFLICTS OF INTEREST

4. CONSIDERATION OF REPORTS

4.1 APPOINTMENT OF CHIEF EXECUTIVE OFFICER

Author: Director Civic Governance and Compliance

Reviewed By: CEO Employment Matters Committee

Report Background

Pursuant to section 94 of the *Local Government Act 1989*, Council's is required to appoint a Chief Executive Officer.

Previous Council Resolution

This matter is not the subject of a previous Council resolution.

Previous Briefing(s)

This matter was discussed with Councillors on 7 July 2017.

Council Plan Goal/Endorsed Strategy

Goal 6 - A well governed Council

Summary

In accordance with section 94 of the *Local Government Act 1989*, Council must make a permanent appointment to the position of Chief Executive Officer.

Recommendation

That Council:

- (1) Having complied with the requirements of section 94 of the *Local Government Act 1989*, resolves to appoint _____ as its Chief Executive Officer on the terms set out in the Contract of Employment attached as a confidential Appendix to this Report.
 - (2) Resolves that the appointment of the Chief Executive Officer will commence on _____ 2017 for a period of five years, in accordance with the terms and conditions contained within the Contract of Employment attached as a confidential Appendix to this Report.
 - (3) Resolves that the starting total remuneration package of \$ _____ as specified in Schedule 4 to the Contract of Employment.
 - (4) Resolves to reimburse the Chief Executive Officer an amount of up to \$5,000 in relocation costs upon the production of appropriate receipts being provided to the Mayor.
 - (5) Resolves that the Mayor is authorised to sign the Contract of Employment, in the form attached as a confidential Appendix to this Report, on behalf of Council and that the Common Seal of Darebin City Council be affixed to the Contract of Employment.
-

Introduction

On 20 March 2017, Council resolved to establish a CEO Employment Matters Committee (**Committee**). One of the roles and responsibilities of the Committee is to undertake the recruitment process and to make recommendations to Council on:

- Appointment;
- Remuneration; and
- Other conditions of employment

During March 2017, officers undertook a competitive procurement process to engage an executive recruitment firm to assist the Committee with the recruitment of the Chief Executive Officer. Jo Fisher Executive was appointed as the preferred firm to assist the Committee.

Issues and Discussion

One of the fundamental elements during the recruitment process was to understand what skills, competencies and outcomes the Council and Community sought in its Chief Executive Officer. Prior to releasing the public notice as required under section 94(3) of the *Local Government Act 1989*, a range of consultations occurred with Councillors, management, staff, stakeholders and citizens.

Participants of the consultation sessions were energetic and positive with some of the feedback on the quality and ability of a new Chief Executive being:

- Good fit culturally
- Good representative
- Dynamic, open and honest
- Engagement with people needs to be a strength
- Service orientated, do things better
- Resilient
- Handle complex situations and organisations

The Committee took the feedback and open conversations held in each session and used that information to develop the position criteria that was then publically advertised in *The Age* and *The Australian* newspapers commencing on 29 April 2017.

The recruitment campaign was broad and included Community service organisations, other jurisdictions, other states and other public service organisations to ensure there was a good mix of experience attracted. At the time of closing 90 applications were received.

Jo Fisher Executive presented the Committee with a long/short-list, representing an extremely high calibre of candidates with expertise and experience, both within the local government sector and other government and private sectors. The Committee short-listed the long-list down to six (6) candidates to take through to the first round interview. Between the periods 22 June 2017 to 7 July 2017 a range of interviews were conducted. Of the six (6) candidates interviewed in the first round, four (4) were taken through to a second round interview.

Following the second round interviews, the final stage of the process was for all Councillors to interview the short-listed candidate(s), which were selected by the Committee at the conclusion of the second round interviews.

The Committee unanimously agreed that a recommendation be presented to the full Council recommending that the position of Chief Executive Officer be offered to the preferred candidate based on, but not limited to, the following:

- Strong experience in Local Government, particularly planning.
- Strong strategic capacity and visionary.
- Very good hold on Local Government and Darebin financials and inherent challenges.
- Impressive record in people management.
- Politically and professionally astute.
- Ethical and values aligned with Darebin.
- Demonstrated high order achievement as a senior executive and CEO of Local Government.
- Impressive communicator.
- Strong drive and commitment to achieving strategic outcomes.
- An appetite for change to make local government more responsive and dynamic.
- Reflective and considered in their approach.

Throughout the recruitment process, the independent chairperson commended the Committee on their collegial approach and solidarity during all phases of the recruitment.

Options for Consideration

Nil

Financial and Resource Implications

There are no financial implications associated with this report.

Risk Management

Nil

Policy Implications

Economic Development

There are no factors in this report which impact upon economic development.

Environmental Sustainability

There are no factors in this report which impact upon environmental sustainability.

Human Rights, Equity and Inclusion

There are no factors in this report which impact on human rights, equity and inclusion.

Other

Nil

Future Actions

- The Mayor to advise the successful candidate of tonight's Council resolution.
- The Mayor to sign and execute the Contract of Employment with the successful candidate.
- The Common Seal of the Darebin City Council to be affixed to the Contract of Employment.

Consultation and Advocacy

- CEO Employment Matters Committee
- Councillors
- Maddocks
- Jo Fisher Executive

Related Documents

- *Local Government Act 1989*
- CEO Employment Matters Committee Charter

Attachments

- Contract of Employment (**Appendix A**) Confidential - enclosed under separate cover

Disclosure of Interest

Section 80C of the *Local Government Act 1989* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any direct or indirect interest in a matter to which the advice relates.

The Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

5. CLOSE OF MEETING