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AGENDA OF THE SPECIAL COUNCIL MEETING

To be held on Thursday 5 September 2024 at 6.00pm
(virtual meeting)

This meeting is scheduled to be held online only.

This meeting will also be livestreamed and may be accessed
from Councils website www.darebin.vic.gov.au.

Public questions and submissions are not permitted at Special
Council meetings.



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 ਕੌਂਸਲ 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 کا ایجنڈا ہے۔ ایجنڈے 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.

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Agenda

1. MEMBERSHIP

Cr. Susanne Newton (Mayor) (Chairperson)

Cr. Tim Laurence (Deputy Mayor)

Cr. Emily Dimitriadis

Cr. Gaetano Greco

Cr. Tom Hannan

Cr. Trent McCarthy

Cr. Lina Messina

Cr. Susan Rennie

Cr. Julie Williams

2. APOLOGIES

3. DISCLOSURES OF CONFLICTS OF INTEREST

4. COUNCIL'S OCCUPATIONAL HEALTH AND SAFETY RESPONSIBILITIES

5. CONSIDERATION OF REPORTS

5.1 APPOINTMENT OF AN INTERIM INDEPENDENT CHAIR OF THE CEO EMPLOYMENT MATTERS COMMITTEE

Author: Chief People Officer

Reviewed By: Acting General Manager Customer & Corporate

EXECUTIVE SUMMARY

Council is required to have and enforce a CEO Employment and Remuneration Policy under *Section 45 of the Local Government Act 2020*. To facilitate the requirements under the Act, Council established a CEO Employment Matters Committee (the Committee) in 2017. To assist the Committee, Council engages an Independent Chair with the necessary skills and experience to fulfill the responsibilities of this position.

Following the recent resignation of the CEO, a process is underway to appoint an Interim CEO. Council’s existing Independent Chair has taken leave; and therefore Council is required to appoint an interim Independent Chair to undertake the process of recruitment and onboarding an Interim CEO.

The Committee has undertaken a recruitment process for an interim Independent Chair and is recommending the appointment of a preferred candidate for a period of up to 12 months.

Officer Recommendation

That Council adopts the CEO Employment Matters Committee recommendation to appoint _____ as the Interim Independent Chair for a period of up to 12 months from September 2024 until the recruitment and onboarding of an Interim CEO is concluded.

BACKGROUND / KEY INFORMATION

The *Local Government Act 2020* (Section 45) requires:

- (1) A Council must develop, adopt and keep in force a Chief Executive Officer Employment and Remuneration Policy.
- (2) A Chief Executive Officer Employment and Remuneration Policy must—
 - a) provide for the Council to obtain independent professional advice in relation to the matters dealt with in the Chief Executive Officer Employment and Remuneration Policy; and
 - b) provide for the following—
 - (i) the recruitment and appointment process;
 - (ii) provisions to be included in the contract of employment;
 - (iii) performance monitoring;
 - (iv) an annual review.

Council first established a CEO Employment Matters Committee in April 2017. Council is not required to have a CEO Employment Matters Committee or an Independent Chair. The establishment of the Committee for this purpose is considered a best practice approach to manage the employment and performance of the CEO and the high demand on the time and effort of elected Councillors.

The role of the Independent Chair is to assist the Committee with the above-mentioned activities.

Previous Council Resolution

At its meeting held on 23 October 2023, Council resolved (in part):

That Council:

Appoint Joe Carbone as the Independent Chair on a two-year contract from November 2023 until 30 October 2025.

At its meeting held on 27 February 2023, Council resolved (in part):

“That Council:

(13) Authorise the extension of the interim Independent Chair of the CEO Employment Matters Committee, Joe Carbone, until such time as Council appoints an Independent Member following a recruitment process.”

At its meeting held on 28 November 2022, Council resolved (in part):

“That Council:

(11) Appoints Joe Carbone, former independent HR Advisor to Council, as the interim Independent Chair of the CEO Employment Matters Committee up to 27 February 2023 at an agreed hourly rate, delegated to the General Manager Governance and Engagement to finalise.

(12) Notes that the CEO Employment Matters Committee Charter, CEO Employment and Remuneration Policy will be reported to Council at its December meeting, accompanied by a recommendation to advertise the Independent Chair, CEO Employment Matters Committee position.”

ALIGNMENT TO 2041 DAREBIN COMMUNITY VISION

Strategic Direction 1: Vibrant, Respectful and Connected

ALIGNMENT TO 2021-25 COUNCIL PLAN

Strategic Direction 4 Responsible, Transparent and Responsive

ALIGNMENT TO COUNCIL PLAN STRATEGIC OBJECTIVES

4.1 We will ensure balanced and responsible financial decision making that meets the needs of our community now and into the future

DISCUSSION

Council sought three quotes from suitably qualified contractors to undertake the role of interim Independent Chair. Two candidates were shortlisted, and one candidate was interviewed by the Mayor on 3 September 2024. The Mayor then recommended the preferred contractor be referred to the Committee for endorsement. The preferred candidate undertook a Police Check on 3 September 2024.

The Committee is recommending to Council that the preferred candidate for the role be engaged for the Interim Independent Chair, CEO Employment Matters Committee.

CONSIDERATION OF LOCAL GOVERNMENT ACT (2020) PRINCIPLES**Financial Management**

The Independent Chair will be remunerated in accordance with the market.

Overarching Governance Principles and Supporting Principles

- (i) the transparency of Council decisions, actions and information is to be ensured.

Public Transparency Principles

- (a) Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of this Act or any other Act;

Strategic Planning Principles

- (a) an integrated approach to planning, monitoring and performance reporting is to be adopted;

Service Performance Principles

- (d) a Council should seek to continuously improve service delivery to the municipal community in response to performance monitoring;

COUNCIL POLICY CONSIDERATIONS**Environmental Sustainability Considerations (including Climate Emergency)**

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

Equity, Inclusion, Wellbeing and Human Rights Considerations:

There are no factors in this report which impact upon equity, inclusion and wellbeing and inclusion.

Economic Development and Cultural Considerations

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

Operational Impacts

There are no factors in this report which impact operations.

Legal and Risk Implications

There are no factors in this report which impact legal or risk.

IMPLEMENTATION ACTIONS

The successful candidate will be informed by the Chief People Officer and a contract will be provided.

The unsuccessful candidates will be informed.

RELATED DOCUMENTS

- *Local Government Act 2020*
- CEO Employment and Remuneration Policy
- CEO Employment Matters Committee Charter
- Recruitment and Selection Policy

Attachments

- CEOEMC Independant Interim Chair (**Appendix A**) Confidential - enclosed under separate cover

DISCLOSURE OF INTEREST

Section 130 of the *Local Government Act 2020* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any conflicts of 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.

6. URGENT BUSINESS


7. CLOSE OF MEETING

**CITY OF
DAREBIN**

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 **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
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Ελληνικά	नेपाली	اردو
हिंदी	ਪੰਜਾਬੀ	Tiếng Việt