

# **Unscheduled Council Meeting**

## **Agenda**

**6 January 2021 at 7:00pm**

**Virtual Meeting**





The City of Ballarat acknowledges the Traditional Custodians of the land we live and work on, the Wadawurrung and Dja Dja Wurrung People, and recognises their continuing connection to the land and waterways. We pay our respects to their Elders past, present and emerging and extend this to all Aboriginal and Torres Strait Islander People.

This meeting is being broadcast live on the internet and the recording of this meeting will be published on council's website [www.ballarat.vic.gov.au](http://www.ballarat.vic.gov.au) after the meeting.

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**ORDER OF BUSINESS:**

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**The next Meeting of the Ballarat City Council will be held on Wednesday 27 January 2021.**

## **1. OPENING DECLARATION**

**Councillors:** *"We, the Councillors of the City of Ballarat, declare that we will carry out our duties in the best interests of the community, and through collective leadership will maintain the highest standards of good governance."*

**Mayor:** *"I respectfully acknowledge the Wadawurrung and Dja Dja Wurrung People, the traditional custodians of the land, and I would like to welcome members of the public in the gallery."*

## **2. APOLOGIES FOR ABSENCE**

## **3. DISCLOSURE OF INTEREST**

## 4. OFFICER REPORTS

### 4.1. CHIEF EXECUTIVE OFFICER APPOINTMENT

**Division:** Corporate Services  
**Director:** Janet Dore  
**Author/Position:** Andrew Prestage – Executive Manager People and Culture

#### PURPOSE

1. That Council make a permanent appointment to the position of Chief Executive Officer for the Ballarat City Council.

#### BACKGROUND

2. At the Council Meeting held on 10 June 2020, Council resolved to appoint Janet Dore as the Interim Chief Executive Officer for the period from 12 June 2020 until 30 April 2021; or until the date the Council appoints a permanent Chief Executive Officer, provided this occurs within 12 months of the Interim Chief Executive Officer appointment.
3. At the Council Meeting held on 16 September 2020, following a competitive process, Council resolved to engage McArthurs recruitment service provider to assist the Council in appointing a new Chief Executive Officer.
4. Advertising began on 21 November 2020 with advertisements in The Australian and The Age newspapers along with several digital advertising platforms. Shortlisting was finalised on 10 December 2020 with first round interviews held on 17 December 2020 and a final round interview held on 22 December 2020. Reference checks, pre-employment medical and a national security check were completed by 24 December 2020.

#### KEY MATTERS

5. In accordance with section 94 of the *Local Government Act 1989*, a Council must appoint a natural person to be its Chief Executive Officer.
6. A Council may only appoint a person to be its Chief Executive Officer after it has invited applications for the position in a notice in a newspaper circulating generally throughout Victoria and has considered all applications received by it that comply with the conditions specified in the notice.

#### OFFICER RECOMMENDATION

##### 7. That Council:

- 7.1 Having complied with the requirements of section 94 of the *Local Government Act 1989*, resolves to appoint \_\_\_\_\_ as its Chief Executive Officer under an employment contract in the terms and conditions as set out in the Contract of Employment (attached as Confidential Attachment) commencing on \_\_\_\_\_.

- 7.2 Resolves that the Mayor is authorised to sign the Contract of Employment on behalf of Council.**
- 7.3 Through the Mayor, issue a press release on behalf of Councillors to inform the public of Council's decision to appoint the permanent Chief Executive Officer.**

## **ATTACHMENTS**

- 1. Governance Review [4.1.1 - 1 page]

**ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES**

1. The Chief Executive Officer is responsible for the implementation of the Council Plan.

**COMMUNITY IMPACT**

2. There is no community impact identified for the subject of this report.

**CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS**

3. There is no climate emergency and environmental sustainability implications identified for the subject of this report.

**ECONOMIC SUSTAINABILITY IMPLICATIONS**

4. There are no economic sustainability implications identified for the subject of this report.

**FINANCIAL IMPLICATIONS**

5. The appointment of the Chief Executive Officer to the Ballarat City Council will have a financial impact as it relates to salary and entitlements. These matters have been budgeted for and will have no impact on the upon operating budgets.

**LEGAL AND RISK CONSIDERATIONS**

6. The Council must make a permanent appointment to the position of the Chief Executive Officer as soon as is reasonably practicable after a vacancy in the position occurs.

**HUMAN RIGHTS CONSIDERATIONS**

7. It is considered that the report does not impact on any human rights identified in the *Charter of Human Rights and Responsibilities Act 2006*.

**COMMUNITY CONSULTATION AND ENGAGEMENT**

8. The preferred candidate will be advised of the outcome of the proposed resolution and if successful, the details will be released in various media releases.

**CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT**

9. No conflicts of interest have arisen for the Officers involved in the report.

## **5. CLOSE**