



SPM(7) – 15 JULY 2022

# Special Council Meeting

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Minutes

Notice is hereby given that a **Special Council Meeting** of the **Alpine Shire Council** will be held in the Council Chambers, Great Alpine Road, Bright on **15 July 2022** commencing at **4:30pm**.

## **PRESENT**

### **COUNCILLORS**

Cr Sarah Nicholas - Mayor  
Cr Katarina Hughes - Deputy Mayor  
Cr John Forsyth  
Cr Ron Janas  
Cr Simon Kelley  
Cr Kelli Prime

### **OFFICERS**

Alan Clark - Acting Chief Executive Officer  
William Jeremy - Director Assets  
Helen Havercroft - Director Corporate Performance

### **APOLOGIES**

Cr Tony Keeble

## Agenda

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## 1. Recording and livestreaming of Council meetings

*The A/CEO will read the following statement:*

All council meetings are filmed with both video and audio being recorded.

Video is focused on a specific area however audio from the entire room is captured.

The reasoning behind recording council meetings is of course to hold us more accountable and improve transparency of council's decision making to our community.

The full meeting is being livestreamed and will be available on Council's YouTube channel which is "Alpine Shire Council".

## 2. Acknowledgement of traditional custodians, and recognition of all people

*The Mayor will read the following statement:*

The Alpine Shire Council acknowledges the Taungurung Traditional Owners and their ancestors as the Traditional Owners of the land we are now on, we pay our respect to Elders, past and present.

We also acknowledge those people who have contributed to the rich fabric of our community and strive to make wise decisions that will improve the quality of life for all.

## 3. Apologies

Cr Tony Keeble

## 4. Declarations by Councillors of conflict of interest

Nil

## 5. Presentation of report by Mayor

### 5.1 MAYORS REPORT – APPOINTMENT OF CHIEF EXECUTIVE OFFICER

#### 5.1.1 Appointment of Chief Executive Officer

File Number: 1350.01 and Personal File

##### **INTRODUCTION**

In accordance with s45 of the *Local Government Act 2020*, and the provisions of Councils Chief Executive Officer Employment and Remuneration Policy, this report relates to the appointment of a Chief Executive Officer (CEO).

The Chief Executive Officer (CEO) must be appointed under a Contract of Employment with Council that does not exceed five (5) years.

A Chief Executive Officer is eligible to be re-appointed within six months prior to the Contract of Employment expiry date and must be made by resolution of Council.

*Cr Hughes*

*Cr Janas*

*That:*

- 1. William Jeremy be appointed as Chief Executive Officer of Alpine Shire Council for a five (5) year term commencing on Monday 25 July 2022.*
- 2. That William Jeremy be offered a Contract of Employment as per the draft Employment Contract (as Confidential attachment 5.1.1.)*
- 3. The Chief Executive Officer be appointed as a Director to MomentumOne, and*
- 4. The Mayor Sarah Nicholas, be authorised to finalise the terms of the Contract of Employment with William Jeremy to be executed thereafter under Council Seal. If, however any material amendment is required to the attached draft Employment Contract (Confidential), then it will need to be referred back to Council for approval of such amendments.*
- 5. The Acting Chief Executive Officer position cease on Sunday 24 July 2022.*

*Carried*

##### **BACKGROUND**

Council at its meeting in December 2021, Council adopted the CEO Employment and Remuneration Policy which sets out its obligations and provides for the recruitment process of a natural person to be appointed to the position of CEO.

In March 2022, Council resolved by resolution to appoint Camden Search to lead the recruitment and selection of a new CEO following the decision of the then CEO to not seek reappointment.

Council at its meeting held in May appointed Alan Clark to the position of Acting Chief Executive Officer for a period of up to twelve months. Upon the successful appointment and commencement of a new Chief Executive Officer, the Acting Chief Executive Officer position will cease.

Camden Search invited applications for the position of CEO by publishing a notice of advertisement in The Local Government News Directory (19 May), Border Mail (21 May) and North East Jobs directory (25 May). The advertisement also appeared on Seek, LinkedIn and on Camden Search's website.

Membership of the CEO Employment and Remuneration Committee is the Mayor, a minimum of two other Councillors and the independent chairperson, David Preiss. The Committee is responsible for managing the CEO recruitment process to recommend to Council a merit-based appointment from a shortlist of preferred candidates. Councillors have been extensively consulted during the recruitment, shortlisting, interview and appointment process.

All applications were assessed and considered with the conditions specified in the notice and interviews conducted with preferred candidates.

The Committee provides this report and recommendation to Council to appoint a Chief Executive Officer by resolution.

The Chief Executive Officer is employed under contract which includes:

- key performance criteria which are reviewed and updated annually; and
- has a specified expiry date.

## **POLICY IMPLICATIONS**

The recommendation is in accordance with the following Strategic Objective of the Council Plan 2021-2025:

- 5.3 Bold leadership, strong partnerships and effective advocacy

## **FINANCIAL AND RESOURCE IMPLICATIONS**

There is sufficient provision allocated in the budget for the recruitment and appointment of a Chief Executive Officer and all contract employment obligations.

## **CONSULTATION**

Council's Community Engagement Policy provides guidance on when Council must consult with the community. As the recruitment of the CEO is operational in nature, guiding the way that Council will deal with the employment and recruitment of the CEO, the community has no ability to inform this decision.

**CONCLUSION**

Council has completed its recruitment process and has appointed a Chief Executive in accordance with the legislative requirements as set out in the *Local Government Act 2020* and its CEO Employment and Remuneration Policy.

**DECLARATION OF CONFLICT OF INTEREST**

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Mayor
- Executive Assistant

**ATTACHMENT(S)**

5.1.1 Draft Employment Contract (Confidential)

There being no further business the Chairperson declared the meeting closed at 4.43 p.m.

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Chairperson