

Agenda

Council Meeting

Wednesday, 17th March 2021

Commencing at 7.30pm

Via the Zoom platform

kingston.vic.gov.au

Paul Franklin
(Acting) Chief Executive Officer
Kingston City Council

community inspired leadership



City of
KINGSTON

Notice is given that a Meeting of Kingston City Council will be held at 7.30pm at Council Chamber, 1230 Nepean Highway, Cheltenham, on Wednesday, 17 March 2021.

1. Apologies

2. Foreshadowed Declaration by Councillors, Officers or Contractors of any Conflict of Interest

Note that any Conflicts of Interest need to be formally declared at the start of the meeting and immediately prior to the item being considered – type and nature of interest is required to be disclosed – if disclosed in writing to the CEO prior to the meeting only the type of interest needs to be disclosed prior to the item being considered.

3. Corporate Services Reports

3.1 Appointment of Interim Chief Executive Officer 5

4. Confidential Items 7

Confidential Attachments

- 3.1 Appointment of Interim Chief Executive Officer
 - Appendix 1 Expression of Interest - Interim CEO City of Kingston Feb 2021
- 3.1 Appointment of Interim Chief Executive Officer
 - Appendix 2 Interim CEO Letter of offer
- 3.1 Appointment of Interim Chief Executive Officer
 - Appendix 3 Kingston City Council - Contract of Employment - Interim CEO - March 2021 (002)

3. Corporate Services Reports

17 March 2021

Agenda Item No: 3.1

APPOINTMENT OF INTERIM CHIEF EXECUTIVE OFFICER

Contact Officer: Paul Franklin, Acting Chief Executive Officer

Purpose of Report

The purpose of this report is for Council to appoint <name> to the position of Interim Chief Executive Officer.

Disclosure of Officer / Contractor Direct or Indirect Interest

No Council officer/s and/or Contractor/s who have provided advice in relation to this report have declared a Conflict of Interest regarding the matter under consideration.

OFFICER RECOMMENDATION

That <name> be appointed as the Interim Chief Executive Officer with all statutory and delegated powers, duties and functions accorded to the Chief Executive effective <date> to <date> (a period of <approximately> XX months) with an option of a further XX months to be exercised at Council's sole discretion subject to a further resolution.

1. Background

Following the resignation of the Chief Executive Officer, Julie Reid effective 12 February it is a requirement of section 95A of the Local Government Act 1989 and section 44(4) Local Government Act 2020 for Council to appoint an Interim Chief Executive whilst the recruitment process is being undertaken.

Following an expression of interest and interview process it is proposed to appoint <name> to the position.

The contract of employment allows for the termination of the agreement on 4 weeks written notice and provides for an option to extend the appointment – subject to a further Council resolution – if required, to allow Council the flexibility to negotiate a start date following the formal recruitment process.

1.1 Legal / Risk Implications

It is a requirement under section 95A of the Local Government Act 1989 and section 44 of Local Government Act 2020, to appoint an Acting Chief Executive.

Appendices

Appendix 1 - Expression of Interest - Interim CEO City of Kingston Feb 2021 (Ref 21/59693) - Confidential

Appendix 2 - Interim CEO Letter of offer (Ref 21/59694) - Confidential

Appendix 3 - Kingston City Council - Contract of Employment - Interim CEO - March 2021 (002) (Ref 21/59711) - Confidential

Author/s: Paul Franklin, Acting Chief Executive Officer

Reviewed and Approved By: Paul Franklin, Acting Chief Executive Officer

4 Confidential Items

This information is confidential information under section 3(1) of the *Local Government Act 2020* and therefore suitable for consideration in closed session. In accordance with the *Local Government Act 2020*, Council may resolve to consider these items in open or closed session.

Confidential Appendices

- 3.1 Appointment of Interim Chief Executive Officer**
Appendix 1, Expression of Interest - Interim CEO City of Kingston Feb 2021 is designated confidential as it relates to (s3(1)(f))
- 3.1 Appointment of Interim Chief Executive Officer**
Appendix 2, Interim CEO Letter of offer is designated confidential as it relates to (s3(1)(f))
- 3.1 Appointment of Interim Chief Executive Officer**
Appendix 3, Kingston City Council - Contract of Employment - Interim CEO - March 2021 (002) is designated confidential as it relates to (s3(1)(f))

RECOMMENDATION

That in accordance with section 66(1) and 66(2)(a) of the *Local Government Act 2020*, the meeting be closed to members of the public for the consideration of the following confidential items:

Confidential Appendices

- 3.1 Appointment of Interim Chief Executive Officer**
Appendix 1, Expression of Interest - Interim CEO City of Kingston Feb 2021
This appendix is confidential in accordance with the Local Government Act 2020, s3(1) as it relates to (s3(1)(f)).
- 3.1 Appointment of Interim Chief Executive Officer**
Appendix 2, Interim CEO Letter of offer
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- 3.1 Appointment of Interim Chief Executive Officer**
Appendix 3, Kingston City Council - Contract of Employment - Interim CEO - March 2021 (002)
This appendix is confidential in accordance with the Local Government Act 2020, s3(1) as it relates to (s3(1)(f)).