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## Attachments

# Agenda



For a special meeting of the seventh Campaspe Shire Council to be held on Tuesday 2 April 2019, commencing at 5:00pm at the Echuca Civic Centre.

## Opening Prayer

We pray to Almighty God that our decisions as a Council be in the best interest of the people, culture and the environment of the Shire of Campaspe.

Amen

The Campaspe Shire Council acknowledges the traditional owners of the land upon which we meet and pay our respect to their elders both past and present.

## Meeting Procedures

Please ensure that all electronic devices are turned off or switched to silent.

Council meetings are broadcast live via the internet. During the meeting, members of the public may be recorded, particularly those speaking to an item. By attending this meeting, you are consenting to the possibility that your image may also be broadcast to the public. Any personal and health information voluntarily disclosed by any person at Council meetings may be broadcast live, held by Council and made available to the public for later viewing.

Those people who have requested to speak to an item will be allowed five minutes to address Council. Speakers will be notified with a bell when there is 60 seconds remaining. Speakers must only speak in relation to the subject stated on their application and shall not debate the issue with Councillors and officers. Councillors are able to ask questions of the speaker on points of clarification.

Speakers are advised that they do not enjoy any special protection from defamation arising from comments made during their presentation to Council and should refrain from voicing defamatory remarks or personal defamatory statements against any individual. Speakers will be treated with respect when addressing Council. I ask that the same respect is extended to Councillors and officers.

# Business

## 1. Apologies

## 2. Declaration of Interests

Disclosure of Conflict of Interests are to be made immediately prior to any relevant item being discussed.

*Local Government Act 1989 Section 79*

- (1) If a Councillor or member of a special committee has a conflict of interest in a matter which is to be considered or discussed at a meeting of the Council or the special committee, the Councillor or member must, if he or she is attending the meeting, disclose the conflict of interest in accordance with subsection (2).
- (2) A Councillor or member of a special committee who has a conflict of interest and is attending the meeting of the Council or special committee must make a full disclosure of that interest:
  - (a) by either
    - (i) advising the Council or special committee at the meeting of the details required under paragraphs (b) and (c) immediately before the matter is considered at the meeting; or
    - (ii) advising the Chief Executive Officer in writing of the details required under paragraphs (b) and (c) before the meeting; and
  - (b) classifying the type of interest that has given rise to the conflict as either:
    - (i) a direct interest; or
    - (ii) an indirect interest and specifying the particular kind of indirect interest under section 78, 78A, 78B, 78C, 78D or 78E; and
- (c) describing the nature of the interest; and
- (d) if the Councillor or member advised the Chief Executive Officer of the details under paragraph (a)(ii), the Councillor or member must make a disclosure of the class of interest only to the meeting immediately before the matter is considered at the meeting.

### 3. Adoption of the Proposed 2019/20 Budget

**Author:**

Ailsa Box, Finance Manager

**Attachments:**

3. Proposed 2019-20 Budget
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**1. Purpose**

This report presents to Council the Proposed Budget for 2019/20 and recommends that the statutory process as defined in the *Local Government Act 1989* be commenced, inviting public submissions and advertise the proposed budget for public comment.

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**2. Recommendation**

1. **That the proposed “Campaspe Shire Council Budget 2019/20” appended as Attachment 3, be the Proposed Budget prepared by Council for the purposes of Section 127(1) of the *Local Government Act (1989)*.**
  2. **That the Chief Executive Officer be authorised to:**
    - a) **Give notice of the preparation of the Proposed Budget in accordance with Section 129(1) and (3) of the *Local Government Act (1989)*.**
    - b) **Make available for public inspection the information required to be made available by Section 129 of the *Local Government Act and Local Government (Planning and Reporting) Regulations 2014*, excepting information exempted by Order-In-Council; and**
  3. **That Council:**
    - a) **Consider any submission on a proposal (or proposals) contained within the proposed budget in accordance with Section 129(2) and Section 223 of the *Local Government Act (1989)*.**
    - b) **Hear any submissions on the proposed budget and schedule of fees and charges at a Budget Submissions Hearing Meeting in the Echuca Civic Centre Function Room on Tuesday, 14 May at 5:00pm; and**
    - c) **Consider any motion to adopt the proposed budget and schedule of fees and charges at a Council Meeting to be held on Tuesday, 4 June 2019, having regard to all submissions received.**
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**3. Conflict of Interest**

In accordance with Section 80B of the *Local Government Act 1989*, the officer preparing this report declares no conflict of interest regarding this matter.

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**4. Charter of Human Rights**

This report has considered and complies with the Human Rights and Responsibilities contained in the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

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## 5. Instrument of Delegation

This report has considered and complies with the Instrument of Sub-Delegation by the Chief Executive Officer in so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

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## 6. Background

The *Local Government Act 1989 section 127* requires that Council prepares a budget for the year and the *Local Government (Planning and Reporting) Regulations 2014* specify the information required for public display.

Sections 136 of the Act requires that Council implement the principles of sound financial management. The principles are identified in the Act as:

- (1) A Council must implement the principles of sound financial management*
- (2) The principles of sound financial management are the Council must:*
  - (a) manage financial risks faced by the Council prudently, having regard to economic circumstances;*
  - (b) pursue spending and rating policies that are consistent with a reasonable degree of stability in the level of the rates burden;*
  - (c) ensure that decisions are made and actions are taken having regard to their financial effects on future generations;*
  - (d) ensure full, accurate and timely disclosures of financial information relating to the Council.*
- (3) The risks referred to in sub-section (2)(a) include risks relating to:*
  - (a) the level of Council debt;*
  - (b) the commercial or entrepreneurial activities of the Council;*
  - (c) the management and maintenance of assets;*
  - (d) the management of current and future liabilities;*
  - (e) changes in the structure of the rates and charges base.*

Further to these principles defined in the Local Government Act 1989, Council adopted additional financial principles on 19 February 2019 to guide the development of the 2019-20 Proposed Budget. These principles are:

- Council to effectively and efficiently use its resources to deliver the best outcomes for the community whilst ensuring ongoing future financial sustainability.
- Council to maintain an operating surplus over a four year period (current year and three forward years).
- Council to meet current service levels prior to the allocation of resources for new or expanded service levels or one off operating projects.
- Council will consider the use of borrowings to fund significant capital projects where there is a demonstrated benefit to future generations and council has the capacity to service the debt.
- Council seek a balance between service delivery and a cost recovery model having regard to capacity to pay.

- Council to consider the financial resources required for the implementation of the endorsed Council Plan and other strategic plans of council.
  - Before approving new or upgrade capital projects or the acquisition of new assets, council will consider its asset renewal obligations.
  - Before approving the acquisition of new assets, council will have regard to the financial and social impacts along with service needs of the community.
  - Council will not seek a rate cap variation while it maintains a sustainable financial position.
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## 7. Issues and Risk Management

### Issues:

During the budget process a number of issues were considered, these included:

- Increasing costs of utilities and other materials greater than the consumer price index
- Rate capping

Maintaining services levels within in these budget constraints mean that a greater effort is needed to find efficiencies within council, as well as reviewing the services and service levels Council delivers into the future. This will be progressed through a Service Planning Program over the coming year.

### Risk:

Risk management has been considered in the preparation of this report and no risks with a high or extreme rating have been identified in this process.

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## 8. Strategic Planning Environments

Strong and Engaged Communities:	The proposed budget provides services to improve the health, wellbeing and safety of our community.
Resilient Economy:	Programs and initiatives within this budget will support economic growth, investment opportunities and community development.
Healthy Environment:	The budget will assist in the delivery of initiatives to support the health of our communities' environment and promotes environmentally sustainable practices.
Balanced Services and Infrastructure:	The budget continues to finance maintenance and renewal of existing assets, as well as providing some funding to support creation of new infrastructure.
Responsible Management:	The budget has been built based on the principles of sound financial management.

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## 9. Consultation

Public comment on the budget and fees and charges will be sought by advertising for submissions from members of the public in accordance with section 223 of the *Local Government Act 1989*. Section 223 of the Act provides for people to make written submissions and allows for anyone making a submission to address the Council in support of that submission at a time and venue fixed by the Council prior to the Council finally considering the budget for adoption.

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The proposed budget will be advertised in the Riverine Herald, Campaspe News and Kyabram Free Press in the week following the Councils' resolution to release the proposed budget as the budget to be presented to the public for the purposes of section 127 of the *Local Government Act 1989*.

Submissions received from the public and other groups prior to the preparation of this proposed budget have been considered in the development of the document.

Consultation in the preparation of the Proposed Budget has included discussions with EMG, Leadership Group, Finance and Councillors during workshops and briefing sessions.

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## **10. Officer Comment**

Council needs to prepare the proposed budget and give public notice by advertisement in the local papers that the proposed budget is available for inspection and public and invited to make submissions on the proposed budget until 5:00pm, Tuesday, 7 May 2019.

Any submitters wishing to speak in support of their submissions will be heard at a meeting of Council on Tuesday, 14 May 2019 at 5.00pm.

Council will then need to consider any submissions, amend the budget if required and finally adopt the budget and declare the rates and charges for 2019-20 year, at a Council meeting to be held at 5.00 pm, Tuesday 4 June 2019 at Echuca.

## 4. 2019/20 Proposed Fees and Charges Excluding Fees and Charges Related to Paddlesteamers

### Author:

Ailsa Box, Finance Manager

### Attachments:

4. 2019/20 Proposed Fees and Charges excluding fees and charges related to Paddlesteamers
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### 1. Purpose

This report present to Council the Fees and Charges outlined in the Shire of Campaspe Fees and Charges 2019-20 document and recommends that the statutory process as defined in the *Local Government Act 1989* be commenced, inviting public submissions.

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### 2. Recommendation

1. That the proposed “Campaspe Shire Council Fees and Charges 2019/20” (excluding fees and charges related to Paddlesteamers) appended as Attachment 4, be the Proposed Fees and Charges prepared by Council for the purposes of Section 127(1) of the *Local Government Act (1989)*.
  2. That the Chief Executive Officer be authorised to:
    - a) Give notice of the preparation of the Proposed Fees and Charges in accordance with Section 129(1) and (3) of the *Local Government Act (1989)*.
    - b) Make available for public inspection the information required to be made available by Section 129 of the *Local Government Act and Local Government (Planning and Reporting) Regulations 2014*.
  3. That Council:
    - a) Consider any submission on the Proposed Fees and Charges in accordance with Section 129(2) and Section 223 of the *Local Government Act (1989)*.
    - b) Hear any submissions on the proposed budget and schedule of fees and charges at a Budget Submissions Hearing Meeting in the Echuca Civic Centre Function Room on Tuesday, 14 May at 5:00pm; and
    - c) Consider any motion to adopt the proposed budget and schedule of fees and charges at a Council Meeting to be held on Tuesday, 4 June 2019, having regard to all submissions received.
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### 3. Conflict of Interest

In accordance with Section 80B of the *Local Government Act 1989*, the officer preparing this report declares no conflict of interest regarding this matter.

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### 4. Charter of Human Rights

This report has considered and complies with the Human Rights and Responsibilities contained in the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

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## 5. Instrument of Delegation

This report has considered and complies with the Instrument of Sub-Delegation by the Chief Executive Officer in so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

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## 6. Background

The *Local Government Act 1989 section 127* requires that Council prepares a budget for the year and the *Local Government (Planning and Reporting) Regulations 2014* specify the information required for public display.

Sections 136 of the Act requires that Council implement the principles of sound financial management. The principles are identified in the Act as:

- (1) *A Council must implement the principles of sound financial management*
- (2) *The principles of sound financial management are the Council must:*
  - (e) *manage financial risks faced by the Council prudently, having regard to economic circumstances;*
  - (f) *pursue spending and rating policies that are consistent with a reasonable degree of stability in the level of the rates burden;*
  - (g) *ensure that decisions are made and actions are taken having regard to their financial effects on future generations;*
  - (h) *ensure full, accurate and timely disclosures of financial information relating to the Council.*
- (3) *The risks referred to in sub-section (2)(a) include risks relating to:*
  - (f) *the level of Council debt;*
  - (g) *the commercial or entrepreneurial activities of the Council;*
  - (h) *the management and maintenance of assets;*
  - (i) *the management of current and future liabilities;*
  - (j) *changes in the structure of the rates and charges base.*

Further to these principles defined in the *Local Government Act 1989*, Council adopted additional financial principles on 19 February 2019 to guide the development of the 2019/20 Proposed Budget. These principles are:

- Council to effectively and efficiently use its resources to deliver the best outcomes for the community whilst ensuring ongoing future financial sustainability.
- Council to maintain an operating surplus over a four year period (current year and three forward years).
- Council to meet current service levels prior to the allocation of resources for new or expanded service levels or one off operating projects.
- Council will consider the use of borrowings to fund significant capital projects where there is a demonstrated benefit to future generations and council has the capacity to service the debt.
- Council seek a balance between service delivery and a cost recovery model having regard to capacity to pay.

- Council to consider the financial resources required for the implementation of the endorsed Council Plan and other strategic plans of council.
- Before approving new or upgrade capital projects or the acquisition of new assets, council will consider its asset renewal obligations.
- Before approving the acquisition of new assets, council will have regard to the financial and social impacts along with service needs of the community.
- Council will not seek a rate cap variation while it maintains a sustainable financial position

Service managers have considered full cost recovery, capacity to pay and industry benchmarking in the setting of the fees and charges.

Statutory fees and charges are determined by State and Federal Government. Local Government is required to apply the charge determine. Council has no power to alter these charges. The State Government release the updated fees prior to announcing the State Government Budget in May. The fees appearing in the proposed fees and charges schedule will be update when this information is received.

## 7. Issues and Risk Management

### Issues:

Nil

### Risk:

Risk management has been considered in the preparation of this report and no risks with a high or extreme rating have been identified in this process.

## 8. Strategic Planning Environments

Strong and Engaged Communities:	Income from the fees and charges will provides services to improve the health, wellbeing and safety of our community.
Resilient Economy:	Income from the fees and charges will support economic growth, investment opportunities and community development
Healthy Environment:	Income from the fees and charges will help deliver services to support the health of our communities' environment and promotes environmental sustainable practices.
Balanced Services and Infrastructure:	Income from the fees and charges will assist in the maintenance and renewal of existing assets, as well as providing some funding to support creation of new infrastructure.
Responsible Management:	The fees and charges have been based on the principles of sound financial management.

## 9. Consultation

Public comment on the budget and fees and charges will be sought by advertising for submissions from members of the public in accordance with section 223 of the *Local Government Act 1989*. Section 223 of the Act provides for people to make written submissions and allows for anyone making a submission to address the Council in support of that submission at a time and venue fixed by the Council prior to the Council finally considering the budget for adoption.

The proposed fees and charges will be advertised in the Riverine Herald, Campaspe News and Kyabram Free Press in the week following the Councils' resolution to release the proposed fees and charges as the fees and charges to be presented to the public for the purposes of section 127 of the *Local Government Act 1989*.

Submissions received from the public and other groups prior to the preparation of this proposed fees and charges have been considered in the development of the document.

Consultation in the preparation of the proposed fees and charges has included discussions with EMG, Leadership Group, Finance and Councillors during workshops and briefing sessions.

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## **10. Officer Comment**

Council needs to prepare the proposed fees and charges schedule and give public notice by advertisement in the local papers that the proposed fees and charges schedule is available for inspection and public and invited to make submissions on the proposed fees and charges schedule until 5:00pm, Tuesday 8, May 2019.

Any submitters wishing to speak in support of their submissions will be heard at a meeting of Council on Tuesday 14 May 2019 at 5.00 pm.

Council will then need to consider any submissions, amend the budget if required and finally adopt the budget and declare the rates and charges for 2019/20 year, at a Council meeting to be held at 5.00 pm, Tuesday 4 June, 2019 at Echuca.

## 5. 2019/20 Proposed Fees and Charges – Paddlesteamers

### Author:

Ailsa Box, Finance Manager

### Attachments:

5 2019/20 Proposed Fees and Charges – Paddlesteamers

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#### 1. Purpose

This report present to Council the Fees and Charges outlined in the Shire of Campaspe Fees and Charges 2019/20 document and recommends that the statutory process as defined in the *Local Government Act 1989* be commenced, inviting public submissions.

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#### 2. Recommendation

1. That the proposed “Campaspe Shire Council Proposed Fees and Charges for paddle steamers 2019/20” appended as Attachment 5, be the Proposed Fees and Charges prepared by Council for the purposes of Section 127(1) of the *Local Government Act (1989)*.
  2. That the Chief Executive Officer be authorised to:
    - a) Give notice of the preparation of the Proposed Fees and Charges in accordance with Section 129(1) and (3) of the *Local Government Act (1989)*.
    - b) Make available for public inspection the information required to be made available by Section 129 of the *Local Government Act and Local Government (Planning and Reporting) Regulations 2014*.
  3. That Council:
    - a) Consider any submission on the Proposed Fees and Charges in accordance with Section 129(2) and Section 223 of the *Local Government Act (1989)*.
    - b) Hear any submissions on the proposed budget and schedule of fees and charges at a Budget Submissions Hearing Meeting in the Echuca Civic Centre Function Room on Tuesday, 14 May at 5:00pm; and
    - c) Consider any motion to adopt the proposed budget and schedule of fees and charges at a Council Meeting to be held on Tuesday, 4 June 2019, having regard to all submissions received.
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#### 3. Conflict of Interest

In accordance with Section 80B of the *Local Government Act 1989*, the officer preparing this report declares no conflict of interest regarding this matter.

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#### 4. Charter of Human Rights

This report has considered and complies with the Human Rights and Responsibilities contained in the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

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## 5. Instrument of Delegation

This report has considered and complies with the Instrument of Sub-Delegation by the Chief Executive Officer in so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

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## 6. Background

The *Local Government Act 1989 section 127* requires that Council prepares a budget for the year and the *Local Government (Planning and Reporting) Regulations 2014* specify the information required for public display.

Sections 136 of the Act requires that Council implement the principles of sound financial management. The principles are identified in the Act as:

- (1) *A Council must implement the principles of sound financial management*
- (2) *The principles of sound financial management are the Council must:*
  - (i) *manage financial risks faced by the Council prudently, having regard to economic circumstances;*
  - (j) *pursue spending and rating policies that are consistent with a reasonable degree of stability in the level of the rates burden;*
  - (k) *ensure that decisions are made and actions are taken having regard to their financial effects on future generations;*
  - (l) *ensure full, accurate and timely disclosures of financial information relating to the Council.*
- (3) *The risks referred to in sub-section (2)(a) include risks relating to:*
  - (k) *the level of Council debt;*
  - (l) *the commercial or entrepreneurial activities of the Council;*
  - (m) *the management and maintenance of assets;*
  - (n) *the management of current and future liabilities;*
  - (o) *changes in the structure of the rates and charges base.*

Further to these principles defined in the *Local Government Act 1989*, Council adopted additional financial principles on 19 February 2019 to guide the development of the 2019/20 Proposed Budget. These principles are:

- Council to effectively and efficiently use its resources to deliver the best outcomes for the community whilst ensuring ongoing future financial sustainability.
- Council to maintain an operating surplus over a four year period (current year and three forward years).
- Council to meet current service levels prior to the allocation of resources for new or expanded service levels or one off operating projects.
- Council will consider the use of borrowings to fund significant capital projects where there is a demonstrated benefit to future generations and council has the capacity to service the debt.
- Council seek a balance between service delivery and a cost recovery model having regard to capacity to pay.

- Council to consider the financial resources required for the implementation of the endorsed Council Plan and other strategic plans of council.
- Before approving new or upgrade capital projects or the acquisition of new assets, council will consider its asset renewal obligations.
- Before approving the acquisition of new assets, council will have regard to the financial and social impacts along with service needs of the community.
- Council will not seek a rate cap variation while it maintains a sustainable financial position

Service managers have considered full cost recovery, capacity to pay and industry benchmarking in the setting of the fees and charges.

Statutory fees and charges are determined by State and Federal Government. Local Government is required to apply the charge determine. Council has no power to alter these charges. The State Government release the updated fees prior to announcing the State Government Budget in May. The fees appearing in the proposed fees and charges schedule will be update when this information is received.

## 7. Issues and Risk Management

### Issues:

Nil

### Risk:

Risk management has been considered in the preparation of this report and no risks with a high or extreme rating have been identified in this process.

## 8. Strategic Planning Environments

Strong and Engaged Communities:	Income from the fees and charges will provides services to improve the health, wellbeing and safety of our community.
Resilient Economy:	Income from the fees and charges will support economic growth, investment opportunities and community development
Healthy Environment:	Income from the fees and charges will help deliver services to support the health of our communities' environment and promotes environmental sustainable practices.
Balanced Services and Infrastructure:	Income from the fees and charges will assist in the maintenance and renewal of existing assets, as well as providing some funding to support creation of new infrastructure.
Responsible Management:	The fees and charges have been based on the principles of sound financial management.

## 9. Consultation

Public comment on the budget and fees and charges will be sought by advertising for submissions from members of the public in accordance with section 223 of the *Local Government Act 1989*. Section 223 of the Act provides for people to make written submissions and allows for anyone making a submission to address the Council in support of that submission at a time and venue fixed by the Council prior to the Council finally considering the budget for adoption.

The proposed fees and charges will be advertised in the Riverine Herald, Campaspe News and Kyabram Free Press in the week following the Councils' resolution to release the proposed fees and charges as the fees and charges to be presented to the public for the purposes of section 127 of the *Local Government Act 1989*.

Submissions received from the public and other groups prior to the preparation of this proposed fees and charges have been considered in the development of the document.

Consultation in the preparation of the proposed fees and charges has included discussions with EMG, Leadership Group, Finance and Councillors during workshops and briefing sessions.

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#### **10. Officer Comment**

Council needs to prepare the proposed fees and charges schedule and give public notice by advertisement in the local papers that the proposed fees and charges schedule is available for inspection and public and invited to make submissions on the proposed fees and charges schedule until 5:00pm, Tuesday 8, May 2019.

Any submitters wishing to speak in support of their submissions will be heard at a meeting of Council on Tuesday 14 May 2019 at 5.00 pm.

Council will then need to consider any submissions, amend the budget if required and finally adopt the budget and declare the rates and charges for 2019-20 year, at a Council meeting to be held at 5.00pm, Tuesday 4 June, 2019 at Echuca.

## 6. Rescission Motion – item 13.1 CEO Employment and Contract Process, 19 March 2019 Council Meeting

### NOTICE OF RESCISSION MOTION

I intend to move a formal rescission motion at the 16th April 2019 Council Meeting on item 13 Urgent Business CEO Employment and Contract Committee of the 19 March 2019. The Council decision of 19 March is:

*1. That an Advisory Committee called CEO Employment and Contract Committee (CEO CC) be established with four (4) Campaspe Shire councillors; Mayor, Deputy Mayor and two councillors.*

*Composition of Advisory Committee (CEO CC): Mayor – Councillor Adrian Weston (chairperson), Deputy Mayor – Councillor Vicki Neele, Councillor Neil Pankhurst and Councillor Leigh Wilson.*

*i. The Advisory Committee will abide by Local Law NO 1 Meeting Procedures with no modifications*

*2. That the Advisory Committee oversee the CEO Employment and Contract process.*

*3. That the Advisory Committee's duties include and are limited to*

*a. Setting timelines and tasks for the CEO Employment process – timeline to be completed by the 5<sup>th</sup> of April 2019*

*b. Recommend a facilitator to assist with*

*i. recommending a suitable Employment Agency to undertake the recruitment process of the Chief Executive Officer for the Campaspe Shire*

*ii. reviewing CEO job requirements, including key knowledge, key skills and personal attributes needed for the position and review councillors current thoughts and the current CEO Contract and recommend changes if needed*

*iii. 3.b. i, ii, iii to be completed by the 9<sup>th</sup> of April 2019*

*c. Liaising with appropriate staff/resources/legal/facilitator's to undertake*

*i. to amend the CEO Contract and bring back to a confidential briefing on the 16<sup>th</sup> April 2019 for review*

*4. The Advisory committee will consult with the Employment Agency in*

*i. developing a rating method to score all applicants*

*ii. selecting a psychometric tool and how the results are to be utilised for short listed applicants*

*iii. developing a set of interview questions for the interview/interview panel.*

*5. The Advisory Committees chairperson submit a report on the progress in writing, at every council briefing until a CEO has commenced.*

*6. Once the CEO has commenced the Advisory Committee (CEO CC) will be disbanded.*

I do not believe the decision was in the best interests of the Council because vital information relating to the appointment of a consultant whose role is to assist the Council in the CEO recruitment process was not raised.

Signed Cr Vicki Neele  
20 March 2019

Endorsed and signed by Cr Annie Vickers  
20 March 2019

## 7. Appointment of Acting Chief Executive Officer

### Author:

Fleur Cousins, General Manager Corporate Services

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### 1. Purpose

To appoint an Acting Chief Executive Officer, while Council conducts the necessary recruitment processes to identify and appoint a Chief Executive Officer.

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### 2. Recommendation

**That Council appoint \_\_\_\_\_ to the position of Acting Chief Executive Officer for the period commencing 5:00pm Friday, 12 April 2019 until a new CEO commences employment with Campaspe Shire Council.**

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### 3. Conflict of Interest

In accordance with Section 80B of the *Local Government Act 1989*, the officer preparing this report declares no conflict of interest regarding this matter.

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### 4. Charter of Human Rights

This report has considered and complies with the Human Rights and Responsibilities contained in the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

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### 5. Instrument of Delegation

This report has considered and complies with the Instrument of Sub-Delegation by the Chief Executive Officer in so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

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### 6. Background

Council's current Chief Executive Officer (CEO) Mr Jason Russell officially ceases employment with Campaspe Shire Council at 5:00pm on Friday, 12 April 2019. Council has commenced discussions regarding the process to recruit a new CEO, however in the interim, Council needs to appoint an Acting CEO.

The *Local Government Act 1989* allows Council to appoint a person to be Acting CEO for a period of up to 12 months and provides that the appointment of a new CEO must be made by Council at a Council meeting.

Council has commenced discussions to progress the recruitment of a new CEO, however the timing of the process means that a new CEO is unlikely to commence with the organisation until June or July 2019. It is therefore necessary for Council to appoint an Acting CEO.

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### 7. Issues and Risk Management

#### Issues:

Due to the impending departure of the current CEO at 5:00pm Friday, 12 April 2019, the CEO position will become vacant. Council is therefore required to appoint an Acting CEO to fill the role while they undertake a recruitment process to fill the position.

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**Risk:**

Risk management has been considered in the preparation of this report and no risks with a high or extreme rating have been identified in this process.

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**8. Strategic Planning Environments**

Strong and Engaged Communities: No impact

Resilient Economy: No impact

Healthy Environment: No impact

Balanced Services and Infrastructure: No impact

Responsible Management: The appointment of an Acting CEO while Council undertakes a process to appoint a CEO aligns with providing responsible management and complying with the obligations of the *Local Government Act 1989*.

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**9. Consultation**

No consultation has been undertaken in the preparation of this report.

**8. Meeting Close**

**Jason Russell**

**Chief Executive Officer**