

HEPBURN SHIRE COUNCIL

SPECIAL MEETING MINUTES

**Tuesday 11 March 2008
6.45PM**

**Senior Citizens Room
Creswick**

HEPBURN SHIRE COUNCIL – COUNCIL PLAN 2006-2011

VISION STATEMENT:

Hepburn Shire will be a vibrant, creative rural Shire with strong and healthy connected communities. Our Council will govern with integrity and inclusiveness. Our natural environment, productive agricultural land and rich heritage will remain valued and protected as assets for residents and visitors to appreciate and enjoy.

Council has in the COUNCIL PLAN established 5 objectives to enable your Team of Councillors and Officers to move forward.

Objective One – Strengthening Communities

Council will engage with and support our diverse communities to realise their potential and determine and achieve their aspirations.

- 1.1 To be a leader in community consultation, advocacy & engagement
- 1.2 Enhance community connectedness, capacity building and leadership
- 1.3 Enhance external relationships

Objective Two – Service Delivery

Council will deliver responsive services to our community within available resources.

- 2.1 Improve service delivery
- 2.2 Improve internal and external communication
- 2.3 Further develop the range of facilities and programs

Objective Three – Asset and Resource Management

Council will effectively manage our assets and resources to create a better Shire for our community.

- 3.1 Improve the management of our assets
- 3.2 Foster & encourage leadership
- 3.3 Responsible financial management
- 3.4 Promote and encourage innovation
- 3.5 Tight, sharp, focussed, professional administration

Objective Four – Economic Development

Council will strengthen our local economy by working in partnership with business and community.

- 4.1 Develop partnerships with educational and research organisations
- 4.2 Promote and market the shire
- 4.3 Encourage and support diversity of economic activity and employment

Objective Five – Heritage and Environment

Council, in partnership with our community will ensure that our cultural, natural and built environment is protected, conserved and enhanced for future generations.

- 5.1 Promote & practise environmental management and sustainability
- 5.2 Respect and honour our unique historical and cultural attributes

Council has committed itself to these philosophies, to the five objectives, to the strategies of implementation and to being accountable to all of the Hepburn Shire.

Hepburn Shire is a wonderful home for all of us. Our Council Plan and the Community Plan provide a direction for the future.

**MINUTES OF THE SPECIAL MEETING
OF THE HEPBURN SHIRE COUNCIL WILL BE HELD AT
SENIOR CITIZENS ROOM,
CRESWICK
ON TUESDAY 11 March 2008,
COMMENCING AT 6.45 PM**

AGENDA

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CLOSE OF MEETING

Tim Hayes, Mayor
12 MARCH 2008..

ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

We would like to acknowledge we are meeting on Jaara people country, of which members and elders of the Dja Dja Wurrung community and their forebears have been custodians for many centuries.

On this land the Jaara people have performed age old ceremonies of celebration, initiation and renewal.

We acknowledge their living culture and their unique role in the life of this region.

PRESENT: Mayor, Cr Tim Hayes; Councillors Janine Booth, Bill McClenaghan, Heather Mutimer and David Smith.

IN ATTENDANCE: Chief Executive Officer, Victor Szwed; Director Infrastructure & Development, Rod Conway; Acting Director Corporate & Community Services, Martin Walmsley.

The Mayor opened the meeting with a reading of the Council prayer.

OPENING PRAYER

ALMIGHTY GOD, WE ASK YOUR BLESSING UPON THIS COUNCIL.
DIRECT AND GUIDE OUR DELIBERATIONS.
WE ASK YOU TO GRANT US WISDOM AND SENSITIVITY AS WE DEAL
WITH
THE BUSINESS OF OUR SHIRE.
MAY EACH DECISION THAT WE MAKE ADVANCE THE WELLBEING OF
ALL OUR
RESIDENTS.
THIS WE PRAY. AMEN

1. **APOLOGIES:**
2. **DECLARATION OF PECUNIARY INTEREST:**
3. **GOVERNANCE**

CLOSE OF MEETING

3.1 APPOINTMENT OF INTERIM CHIEF EXECUTIVE OFFICER

(A/O – Mayor)

File Ref: Personnel

Synopsis

The purpose of this report is to formally appoint Mr. Philip Shanahan as Interim Chief Executive Officer, effective from Monday 17 March 2008.

Report

Following the resignation of Mr. Victor Szwed, Council is required to appoint an Interim Chief Executive Officer until such time as a permanent appointment is made.

Mr. Szwed's resignation takes effect from the close of business on Friday 14 March and it is desirable to have an interim appointment in place as at Monday 17 March. Councillors have discussed this matter and consider that this appointment should be sourced from outside the organization. Given that there is already a vacancy in the Senior Management Team (the position of Corporate Services Director), Councillors consider that the filling of the Interim CEO position internally would unreasonably stretch the resources of the organization.

Discussions have been had with Mr. Philip Shanahan who has held senior positions in local and State Governments over a period of 30 years. His local government experience has been in rural and metropolitan municipalities, and has included appointments as Chief Executive Officer of Portland, Broadmeadows, Maribyrnong and Darebin. More recently he has filled the position of Interim CEO with the Shires of Glenelg (5 months in 2007) and Corangamite (2 months in 2008) and assisted those Councils in the recruitment of permanent CEOs. Since 2005 he has undertaken consultancies with the Cities of Stonnington & Yarra, the Shires of Macedon Ranges and Campaspe, the VLGA, the State Library of Victoria and the Institute of Public Administration.

Mr. Shanahan is available to commence on Monday 17 March.

The Local Government Act enables councils to appoint Interim/Acting CEOs for a period not exceeding 12 months. It is proposed to appoint Mr. Shanahan as Interim CEO for a period of not less than six months and not more than 12 months under the terms and conditions stipulated in **Confidential Attachment 'A'**. This will enable Council sufficient time to consider whether a permanent appointment to the position of Chief Executive Officer should be made prior to, or after, the election of a new Council in late November 2008.

Relevant Policies/Council Plan Objectives

Community/Engagement/Communication/Consultation

Not relevant.

Financial & Resource Implications Initial & Outgoing

The appointment of an Interim CEO will result in an additional cost for a 3 ½ months period during the 2007/2008 financial year.

Recommendation

That Mr. Philip Shanahan be appointed Interim Chief Executive Officer under the terms and conditions listed in the Confidential Attachment A, effective from Monday 17 March 2008.

Moved the Officer's Recommendation.

Moved: Cr Heather Mutimer

Seconded: Cr Janine Booth

Carried.

CLOSE OF MEETING:

The Meeting closed at 7.03 pm.

CONFIDENTIAL ATTACHMENT 'A'

**TERMS OF APPOINTMENT OF MR. PHILIP SHANAHAN OF 9 MACKAY STREET,
ESSENDON 3040 AS INTERIM CHIEF EXECUTIVE OFFICER.**

- Appointee: Mr. Philip Shanahan of 9 Mackay Street, Essendon 3040
- Position: Interim Chief Executive Officer
- Effective from: Monday 17 March 2008 for a period of not more than 12 months during which time either Council or Mr. Shanahan may give 4 weeks notice of termination of engagement.
- Remuneration: Remuneration shall be based on a total Remuneration Package of \$185,000 per annum made up as follows:
- | | |
|-----------------------------------|---------------------|
| a) Superannuation Contribution 9% | \$15,570.00* |
| b) Fully Maintained Vehicle | \$12,000.00 |
| c) Cash Component | \$157,430.00 |
| Plus 20% Loading | <u>\$31,486.00</u> |
| Total Cash Component | <u>\$188,916.00</u> |
- * The superannuation contribution has been based on \$185,000 less \$12,000 (value of fully maintained motor vehicle) = \$173,000 x 9% = \$15,570.
- Payable: The total cash component shall be payable in monthly installments and calculated on a daily rate of \$726.60 (\$188,916 divided by 52 weeks divided by 5 days) and payable on the actual number of days in attendance. No payment is due in respect of public holidays, sick leave or recreation leave.
- Accommodation: Council will reimburse Mr. Shanahan an amount of \$150.00 per week for accommodation expenses.