



Central Coast Council
Business Paper
Extraordinary Council Meeting
25 February 2021





COMMUNITY STRATEGIC PLAN 2018-2028

ONE – CENTRAL COAST IS THE COMMUNITY STRATEGIC PLAN (CSP) FOR THE CENTRAL COAST LOCAL GOVERNMENT AREA

ONE – CENTRAL COAST DEFINES THE COMMUNITY'S VISION AND IS OUR ROADMAP FOR THE FUTURE

ONE – CENTRAL COAST BRINGS TOGETHER EXTENSIVE COMMUNITY FEEDBACK TO SET KEY DIRECTIONS AND PRIORITIES

One - Central Coast will shape and inform Council's business activities, future plans, services and expenditure. Where actions are the responsibility of other organisations, sectors and groups to deliver, Council will work with key partners to advocate on behalf of our community.

Ultimately, every one of us who live on the Central Coast has an opportunity and responsibility to create a sustainable future from which we can all benefit. Working together we can make a difference.

RESPONSIBLE

WE'RE A RESPONSIBLE COUNCIL AND COMMUNITY, COMMITTED TO BUILDING STRONG RELATIONSHIPS AND DELIVERING A GREAT CUSTOMER EXPERIENCE IN ALL OUR INTERACTIONS. We value transparent and meaningful

communication and use community feedback to drive strategic decision making and expenditure, particularly around the delivery of essential infrastructure projects that increase the safety, liveability and sustainability of our region. We're taking a strategic approach to ensure our planning and development processes are sustainable and accessible and are designed to preserve the unique character of the coast.

 **Good governance and great partnerships**

G2 Communicate openly and honestly with the community to build a relationship based on transparency, understanding, trust and respect

There are 5 themes, 12 focus areas and 48 objectives



All council reports contained within the Business Paper are now aligned to the Community Strategic Plan. Each report will contain a cross reference to a Theme, Focus Area and Objective within the framework of the Plan.

The infographic is a grid with 5 main themes, each containing 3 focus areas and 12 objectives. The themes are: BELONGING, SMART, GREEN, RESPONSIBLE, and LIVEABLE. Each focus area is represented by a circular icon and a brief description. Objectives are listed as numbered points (e.g., G1, G2, G3) with short descriptions of the goals.



Meeting Notice

**The Extraordinary Council Meeting
of Central Coast Council
will be held in the Council Chamber,
Level 1, 49 Mann Street, Gosford on
Thursday 25 February 2021 at 3.30 pm,
for the transaction of the business listed below:**

1 Procedural Items

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2 Administrator Minute

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Rik Hart
Acting Chief Executive Officer



Item No: 1.1
Title: Disclosure of Interest
Department: Corporate Affairs

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Reference: F2021/00035 - D14509476

Chapter 14 of the *Local Government Act 1993* ("LG Act") regulates the way in which the councillors and relevant staff of Council conduct themselves to ensure that there is no conflict between their private interests and their public functions.

Section 451 of the LG Act states:

- (1) *A councillor or a member of a council committee who has a pecuniary interest in any matter with which the council is concerned and who is present at a meeting of the council or committee at which the matter is being considered must disclose the nature of the interest to the meeting as soon as practicable.*
- (2) *The councillor or member must not be present at, or in sight of, the meeting of the council or committee:*
 - (a) *at any time during which the matter is being considered or discussed by the council or committee, or*
 - (b) *at any time during which the council or committee is voting on any question in relation to the matter.*
- (3) *For the removal of doubt, a councillor or a member of a council committee is not prevented by this section from being present at and taking part in a meeting at which a matter is being considered, or from voting on the matter, merely because the councillor or member has an interest in the matter of a kind referred to in section 448.*
- (4) *Subsections (1) and (2) do not apply to a councillor who has a pecuniary interest in a matter that is being considered at a meeting, if:*
 - (a) *the matter is a proposal relating to:*
 - (i) *the making of a principal environmental planning instrument applying to the whole or a significant part of the council's area, or*
 - (ii) *the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant part of the council's area, and*

1.1 Disclosure of Interest (contd)

- (a1) the pecuniary interest arises only because of an interest of the councillor in the councillor's principal place of residence or an interest of another person (whose interests are relevant under section 443) in that person's principal place of residence, and*
- (b) the councillor made a special disclosure under this section in relation to the interest before the commencement of the meeting.*
- (5) The special disclosure of the pecuniary interest must, as soon as practicable after the disclosure is made, be laid on the table at a meeting of the council and must:*
 - (a) be in the form prescribed by the regulations, and*
 - (b) contain the information required by the regulations.*

Further, the Code of Conduct adopted by Council applies to all councillors and staff. The Code relevantly provides that if a councillor or staff have a non-pecuniary conflict of interest, the nature of the conflict must be disclosed as well as providing for a number of ways in which a non-pecuniary conflicts of interests might be managed.

Recommendation

That Administrator and staff now disclose any conflicts of interest in matters under consideration by Council at this meeting.



Item No: 2.1
Title: Administrator Minute - Appointment of Chief Executive Officer - Selection Panel Report
Department: Administrator

25 February 2021 Extraordinary Council Meeting

Reference: F2021/00035 - D14510340
Author: Dick Persson, AM, Interim Administrator

Background

As a result of the vacancy in the role of Chief Executive Officer, Council commenced a recruitment process in accordance with the Local Government Act 1993 and the Guidelines for the Appointment and Oversight of General Managers issued under section 23A of the Act.

Context

The Office of Local Government (the then Department of Local Government) has issued Guidelines for the Appointment and Oversight of General Managers (Guidelines) under s23A of the *Local Government Act 1993* (the Act) and these guidelines must be taken into consideration by Council when recruiting a Chief Executive Officer.

There are also provisions in the *Local Government Act 1993* (the Act) that apply to recruitment process.

The attached confidential report is the Selection Panel report as required in accordance with the Guidelines.

Selection Process

In accordance with the Guidelines, Council delegated the task of recruitment to the selection panel that comprised of:

- Administrator, Dick Persson AM
- Interim Chief Executive Officer, Rik Hart
- Independent, Kim Anson (Elton Consulting)

It is noted that the selection panel membership remained the same throughout the entire recruitment process. Further, the panel had both male and female representation.

As required by section 348(2) of the Act advertisements were placed at least twice in a daily newspaper circulating throughout the State. Additional advertising was undertaken using Seek and LinkedIn.

2.1 Administrator Minute - Appointment of Chief Executive Officer - Selection Panel Report (contd)

The recruitment of a person to the position of Council's Chief Executive Officer was competitive with **29** applications being received.

The selection panel convened on 12, 19 and 24 February 2021 and interviewed three shortlisted candidates.

Appropriate background checks including tertiary qualifications checks were undertaken on all applicants.

Finalising the appointment

In accordance with the Guidelines I will make the offer of employment should the Council resolve to appoint the successful candidate.

Conditions such as the term of the contract and remuneration package are to be offered in accordance with the range approved by the Council and set out in the attached confidential report.

The Standard Contract for the Employment of Chief Executive Officers (General Managers) as approved by the Chief Executive of the Division of Local Government must be used. Only the term and the schedules to the Standard Contract can be individualised.

I formally move:

- 1 That Council note that this process has been undertaken having given consideration to the Guidelines for the Appointment and Oversight of General Managers issued by the Department of Local Government (now Office of Local Government) July 2011.**
- 2 That in accordance with the Guidelines for the Appointment and Oversight of General Managers issued by the Department of Local Government (now Office of Local Government) Council is to offer the preferred applicant the position of the Chief Executive Officer of Central Coast Council as set out in Confidential – Selection Panel Report.**
- 3 That Council note that the position of Chief Executive Officer is the position of 'General Manager' for the purposes of the Local Government Act 1993.**
- 4 That pursuant to clause 400 of the Local Government (General) Regulation 2005, the Council resolve that the seal of the Council be affixed to the Contract of Employment should terms be agreed in accordance with 2 above.**

**2.1 Administrator Minute - Appointment of Chief Executive Officer -
Selection Panel Report (contd)**

- 5** *That pursuant to s. 377 of the Local Government Act 1993, the Council delegates to the successful candidate upon commencement all of the Council's functions as currently delegated by the Council to Mr Rik Hart.*
- 6** *That in accordance with section 11(3) of the Local Government Act that Council resolves that the attached Confidential – Selection Panel Report is to be treated as confidential.*

Attachments

- 1** Confidential - Selection Panel Report