



**EXTRAORDINARY MEETING OF COUNCIL
BUSINESS PAPER**

8 October 2019

Extraordinary Meeting of Council

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8 October 2019



Extraordinary Council Meeting

8 October 2019 at 12:30pm

Uralla Shire Council Chambers

- BUSINESS AGENDA -

- 1. OPENING OF EXTRAORDINARY MEETING**
- 2. PRAYER**
- 3. ACKNOWLEDGEMENT OF COUNTRY**
- 4. APOLOGIES**
- 5. DISCLOSURES & DECLARATIONS OF INTEREST**
- 6. PURPOSE OF EXTRAORDINARY MEETING**
 1. Report from the General Manager's Office - Appointment of New General Manager
- 7. CLOSE OF EXTRAORDINARY MEETING**

EXTRAORDINARY MEETING OF COUNCIL

8 October 2019

TABLE OF CONTENTS

| | |
|---|---|
| Report 1 – Appointment of New General Manager | 4 |
|---|---|

EXTRAORDINARY MEETING OF COUNCIL

8 October 2019



REPORT TO COUNCIL

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|---------------------------|--|
| Department: | General Manager's Office |
| Submitted by: | Acting General Manager |
| Reference/Subject: | Report 1 – Appointment of New General Manager |

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

| | | |
|-------------------|-------|---|
| Objective: | 4.1 | A strong, accountable and representative Council |
| Strategy: | 4.1.3 | Provide open, accountable and transparent decision making for the community |

SUMMARY:

The applications have now closed for the position of General Manager Uralla Shire Council and I have been advised that there has been strong interest in the position. A verbal update will be provided at the meeting on progress with the recruitment.

A copy of the Guidelines for the Appointment & Oversight of General Managers published by the Office of Local Government has been forwarded to the Councillors separately prior to the meeting. The Council's governing body is responsible for the appointment of the General Manager, however it is recommended that the Council delegate the task of review of the applications, the shortlisting of the applicants for interview to put forward the most meritorious applicant or applicants to the Council for interview to a selection panel.

The purpose of this report is for the Council to resolve the selection panel to progress the process to final interview, prior to the final decision by the Council.

RECOMMENDATION:

Recommended that;

- i. The Council appoint a selection committee for the recruitment of the General Manager comprising the Mayor, Deputy Mayor two Councillors or one councillor and a suitably qualified person independent of the Council.
- ii. A date be selected for the preliminary screening of the applicants by the Committee facilitated by Christian Morris from Local Government Management Solutions.
- iii. A proposed date be selected for the final interview of the most meritorious applicant(s).

KEY ISSUES:

It is important that the recruitment process is transparent and open but the confidentiality of the applicants is maintained. Failure to maintain confidentiality may be a breach of the Local Government Act or Privacy legislation. The process is to be facilitated by Christian Morris from Local Government Management Solutions.

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It is proposed that the initial screening be done via telephone conference to select the candidates for first interview and that the first interviews and final interview be conducted on dates yet to be determined by the Council. Within the guidelines it is recommended that the selection panel consist of the following members;

- Mayor
- Deputy Mayor
- Another Councillor
- A suitably qualified person independent of the Council.

The selection panel membership should remain the same throughout the entire recruitment process. Under guidelines, the following delegations should be given to the Mayor and Local Government Management Solutions be delegated to ensure that the applicants selected for interview are notified, and be the contact persons for the position and to maintain confidentiality regarding contact by potential applicants. The selection panel must have at least one male and one female member.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

N/A The position has been advertised extensively to attract the best possible pool of applicants.

2. Policy and Regulation

Local Government Act 1993 and General regulations

3. Financial (LTFP)

The cost of recruitment has not been included in the current budget along with the accommodation costs for the Acting General Manager. The budget will need to be adjusted at the second quarter review to accommodate the additional expenditure.

4. Asset Management (AMS)

N/A

5. Workforce (WMS)

N/A

6. Legal and Risk Management

There is no risk to Council by adopting the recommendation

7. Performance Measures

N/A

8. Project Management

N/A

Prepared by staff member: David Aber, Acting General Manager
TRIM Reference Number: UINT/19/5667
Approved/Reviewed by Manager: Cllr Michael Pearce, Mayor
Department: Mayor's Office

Attachments: A. Draft Timetable for Recruitment of General Manager

DRAFT TIMETABLE FOR RECRUITMENT OF GENERAL MANAGER

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|---|---|
| Recruitment documentation finalised <ul style="list-style-type: none"> • Position Description • Advertisement • Position Information Package | 11 September 2019 |
| Advertisement process commenced: Sydney Morning Herald – 2 day buy Local Government Job Directory (Full Page) seek.com.au (executive) mycareer.com.au (Regional-Executive-Snr Management & Board) Council.Jobs.com lgjobs.com.au LGNSW Website LGNSW Comms – Tweets | Friday 13 September 2019 Saturday 14 September 2019 Tuesday 17 September 2019 Monday 16 September 2019 Monday 23 September 2019 Starting Friday 13 September 2019 Starting Friday 13 September 2019 Starting Friday 13 September 2019 Starting Friday 13 September 2019 Starting Friday 13 September 2019 Starting Friday 13 September 2019 |
| Closing date for advertisement | Monday 7 October 2019 |
| Applications by email to Mayor | Wednesday 9 October 2019 |
| Short listing of applications | Friday 11 October 2019 |
| Interviews (to be confirmed – week commencing) | Monday 21 October 2019 |
| Final Interviews with Council at Extraordinary Council Meeting | Thursday 31 October 2019 |

Please Note: The scheduling of dates and venue for short listing of applicants and interviews are to be confirmed.