

SUBJECT: RECRUITMENT OF PERMANENT GENERAL MANAGER

REPORT AUTHOR: MATTHEW CHRISTENSEN

RESPONSIBLE MANAGER: DAVID ABER

PURPOSE OF REPORT:

To report on the recruitment process of the new permanent General Manager for Snowy Valleys Council, to establish an interview panel as well as dates and times for interviews and to set a date for the Extra-Ordinary Council meeting to interview and appoint the successful candidate.

RECOMMENDATION:

That the Council:

1. **Note the report on the Recruitment of the permanent General Manager and the Division of Local Government Guidelines for the Appointment and Oversight of General Managers**
2. **Determine the size and composition of a “sunset” committee for the initial shortlisting of applications and first interviews, consisting of the Mayor, Deputy Mayor, two nominated Councillors and one independent member from Local Government Management Solutions**
3. **Delegate authority to the Mayor to oversee the General Manager recruitment process, including the determination of final interview candidates as recommended by the “sunset” committee**
4. **Note the schedule for recruitment of the new permanent General Manager**
5. **Schedule an Extra-Ordinary meeting of Council for 30th October 2017 at 10:00am at the Tumbarumba Council Chambers, to conduct final interviews for the position and appointment of successful applicant**

REPORT:

Local Government Management Solutions have been engaged to assist Council with the recruitment for the permanent position of General Manager for Snowy Valleys Council. The position has been advertised, with applications closing on 18 September 2017.

As an attachment to this report are the Office of Local Government Guidelines for the Appointment and Oversight of General Managers (July 2011). These guidelines will assist any Councillors to understand the role of a General Manager, the process of recruitment and continuing performance management of General Managers in New South Wales Local Government.

“Sunset” Committee

It is proposed that Council form a “Sunset” Committee to undertake the initial shortlisting of applications for interview, and the first round of interviews. The Council will need to determine the composition of the sunset committee, however for practicality, it is recommended the panel consist of the Mayor, Deputy Mayor, two nominated Councillors and a representative of Local Government Management Solutions acting as an independent (Total 5). The OLG guidelines suggest that the panel should consist of at least one male or female member.

The “sunset” committee will act as a selection panel, determining a list of suitable applicants to be considered by Council at its Extra-Ordinary Meeting scheduled for Monday 30 October 2017.

It should be noted there will be considerable time required of the “sunset” committee during this process. A reasonable estimate would be in the vicinity of 20-30 hours.

General Manager Recruitment Schedule

The proposed schedule for the recruitment process is as follows:

Formation of Sunset Committee	Thursday, 28 September 2017
Applications to Sunset Committee	Friday, 29 September 2017
Shortlisting of Applicants (Sunset Committee)	Tuesday, 3 October 2017
First Interviews (Sunset Committee)	Monday, 9/10 October 2017
Final Report to Council	Wednesday, 25 October 2017
Extra-Ordinary Meeting – Final Interviews (Full Council)	Monday, 30 October 2017

Final Interview – Extra-Ordinary Meeting of Council

Second interviews are undertaken by the whole of Council within an Extra-Ordinary Meeting of Council. This meeting is moved into Committee of the Whole (Confidential Session) where the second round interviews are undertaken, and following the interviews of the candidates, approves the appointment of the successful applicant by way of Resolution.

The length of this meeting will depend on the number of second round interviews, and any discussion around the applicants. Final interviews are generally 50 minutes and include 15 minutes for candidate presentation of what they offer Council, 15 minutes of Councillor questions and 10 minutes of candidate questions for the Council.

OPTIONS:

Please note, advice from Local Government Management Solutions should be sought before varying the proposed process within this report to ensure compliance with relevant Industrial Relations.

BUDGET IMPLICATIONS:

Local Government Management Solutions have been engaged to assist Council with the recruitment of the new permanent General Manager. This process has been budgeted for in the 2017/18 Operational Budget.

LEGAL/ STATUTORY IMPLICATIONS

Council must appoint a General Manager in accordance with section 334 of the Local Government Act (1993).

RISK MANAGEMENT – BUSINESS RISK

Local Government Management Solutions have been engaged to provide expertise and advice, to guide Council through the recruitment process to mitigate any risks during the process.

RISK MANAGEMENT – WHS AND PUBLIC RISK

Not Applicable

COUNCIL SEAL REQUIRED

Not Applicable

ATTACHMENTS

1. Office of Local Government Guidelines for the Appointment and Oversight of General Managers (July 2011).