

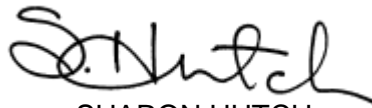
October 23, 2015

ORDINARY MEETING OF THE COUNCIL MEETING

TO BE HELD

WEDNESDAY, OCTOBER 28, 2015

SUPPLEMENTARY AGENDA NO. 1

A handwritten signature in black ink, appearing to read 'S. Hutch', written in a cursive style.

SHARON HUTCH
ACTING GENERAL MANAGER

FURTHER BUSINESS

1. MAYORAL MINUTE NO. 9/15 - DATED OCTOBER 22, 2015 - REQUEST FOR LEAVE OF ABSENCE - MAYOR CUY (11/17)..... 3

2. MAYORAL MINUTE NO. 10/15 - DATED OCTOBER 23, 2015 - RECRUITMENT PROCESS AND SELECTION COMMITTEE FOR THE POSITION OF GENERAL MANAGER (13/15) 5

ORDINARY MEETING OF THE COUNCIL

October 22, 2015

MAYORAL MINUTE NO. 9/15

SUBJECT: REQUEST FOR LEAVE OF ABSENCE - MAYOR CUY 11/17

Recommendation

That Mayoral Minute No. 9/15 dated October 22, 2015, be received.

That Leave of Absence be granted to Mayor Cuy for the period Tuesday, November 4, 2015 to Wednesday, November 17, 2015.

That Deputy Mayor Cr. Gallagher carry-out all Mayoral duties in the Mayor's absence, and be paid the Mayoral Allowance from November 4, 2015 to November 17, 2015.

Summary:

Mayor Wincen Cuy has submitted a request for leave for the period Wednesday, November 4, 2015 to Tuesday, November 17, 2015.

During this period of leave, Deputy Mayor Cr. Gallagher will be acting in the position of Mayor and will carry-out all Mayoral duties required.

Attachments

1. Request for Leave of Absence 1 Page

W CUY
MAYOR

Ms Sharon Hutch
Acting General Manager
Broken Hill City Council

I, Mayor Wincen Cuy wish to advise that I will be on leave from Wednesday 4th November 2015 and I will return on Tuesday 17th November 2015.

In my absence the Deputy Mayor will need to be advised that he will be Acting Mayor for this period and will receive the Mayoral allowance.

If you require any further information please do not hesitate to contact me.

Regards

A handwritten signature in black ink, appearing to read 'Wincen Cuy', with a long, sweeping underline stroke.

Wincen Cuy Mayor
Broken Hill City Council.

ORDINARY MEETING OF THE COUNCIL

October 23, 2015

MAYORAL MINUTE NO. 10/15

SUBJECT: RECRUITMENT PROCESS AND SELECTION COMMITTEE FOR
THE POSITION OF GENERAL MANAGER 13/15

Summary

Council's General Manager, Ms. Therese Manns submitted her resignation letter on September 2, 2015 to take up the position of Director Corporate Services with Sutherland Shire Council in Sydney. Ms. Manns' last day with Council was Wednesday, September 30, 2015.

At the Ordinary Council Meeting held September 30, 2015 Council resolved:

- *That Mayoral Minute No. 7/15 dated September 11, 2015, be received.*
- *That Council receive and note the resignation letter from General Manager, Therese Manns;*
- *That pursuant to Section 336(1a) of the Local Government Act, Mrs Sharon Hutch be appointed as Acting General Manager from 1 October 2015 until a new General Manager is appointed to the role;*
- *That from 1 October 2015 and until a new General Manager is appointed, Mr Andrew Bruggy (currently Manager Infrastructure Strategy) be appointed to act as General Manager if the Acting General Manager is sick or otherwise absent from work on leave, such appointment to cease upon the return to work of the Acting General Manager; and that such person acting as General Manager pursuant to this resolution has all the functions, delegations, and sub-delegations given to the General Manager by the Council.*
- *That the recruitment process for the new General Manager commence immediately.*
- *That a further report be presented to Council for the purposes of appointing a Selection Committee.*

The Mayor approached three suitably qualified recruitment agencies seeking Expressions of Interest to lead the recruitment, selection and appointment of a General Manager. The following recruitment agencies were invited to submit a proposal by close of business 16 November 2015.

- Management Solutions, Local Government Shires Association
- McArthur
- Blackadder Associates

A further report will be presented to Council following the closing date for submission of Expressions of Interest, for the purpose of appointing one of the recruitment agencies.

As per the Guidelines under section 23A of the Local Government Act 1993:

The pre-interview phase

Section B Part 2 - *“The governing body of council should delegate the task of recruitment to a selection panel and approve the recruitment process. The panel will report back to the governing body of council on the process and recommend the most meritorious applicant for appointment by the Council.*

The selection panel should consist on at least the Mayor, the Deputy Mayor, another Councillor and, ideally a suitably qualified person independent of the council”.

It is recommended by the Mayor that the Selection Committee comprise of the following members:

- Mayor
- Deputy Mayor
- One Councillor (to be determined)

Once appointed it will be the responsibility of the Committee Members to confirm the selection criteria to follow when engaging a suitably qualified recruitment agency to lead the recruitment, selection and appointment of the position of General Manager.

Interview Phase

Section B Part 3 – *“Interviews should be held as soon as possible after candidates are short listed. Questions should be designed to reflect the selection criteria of the position and elicit the suitability of the candidate for the position. Interviews should be kept confidential. A selection panel must delegate the task of contacting referees to one panel member. Other panel members should not contact referees.*

Selection Panel Report

Section B Part 4 – *“The selection panel is responsible for preparing a report to the council’s governing body that:*

- *Outlines the selection process*
- *Recommends the most meritorious applicant with reasons*
- *Recommends an eligibility list if appropriate*
- *Recommends that no appointment is made if the outcome of interviews is that there are no suitable applicants.*

This report should be confidential and reported to a closed meeting of council. The council’s governing body must by resolution approve the position of the general manager being offered to the successful candidate before that position is actually offered to the candidate.

Recommendation

That Mayoral Minute No. 10/15 dated October 23, 2015, be received.

That Council endorse the action taken by the Mayor to seek Expressions of Interest from a restricted panel of three suitably qualified recruitment agencies:

- Management Solutions, Local Government Shires Association
- McArthur
- Blackadder Associates

That subject to guidelines under Section 23A of the Local Government Act, Council endorses the Mayor's recommendation of Selection Committee Members consisting of the Mayor, Deputy Mayor and one Councillor (to be determined at this meeting).

That once appointed, the Selection Committee confirm the selection criteria to be followed for the appointment of a recruitment agency and that the Mayor and a suitable qualified member of staff be the contact points for the selected recruitment agency.

That once the recruitment agency has undertaken the preliminary selection process the Selection Committee review the shortlisted candidates presented by the agency and select the preferred candidates to participate in the selection process with the Selection Committee.

That Council endorse the preferred candidate for approval prior to the appointment of the General Manager.

That the Mayor be delegated the role of negotiating with the preferred candidate to make an offer of appointment once approval to make an offer has been resolved by Council.

Attachments

There are no attachments for this report.

W CUY
MAYOR