

## 6.1. MM01: Recruitment of new General Manager

On 23 May 2022 Council resolved as follows:

1. *THAT Council notes the confidential correspondence from Mr Ken Gouldthorp (General Manager) to Cr Zöe Baker (Mayor) dated 6 May 2022, approves Mr Gouldthorp's request for leave and accepts his resignation as General Manager of North Sydney Council with effect from 1 July 2022.*
2. *THAT Council conveys its sincere thanks to Mr Gouldthorp for his service to the Council and for leading the organisation during a period of unprecedented challenges which have included a once in 100-year pandemic.*
3. *THAT pursuant to sections 336 and 351 of the Local Government Act 1993, Council appoints Robert Emerson to be the Council's Acting General Manager when Mr Gouldthorp is on leave and to remain the Council's Acting General Manager until the commencement of a new General Manager unless otherwise determined by the Council. 3759th Council Meeting - 23 May 2022 Minutes Page 37 of 37*
4. *THAT Council appoints Local Government NSW to recruit a new General Manager for the Council.*

### **Appointment of LGNSW Management Solutions to undertake recruitment**

On 24 May 2022, consistent with the above resolution of Council, I contacted LGNSW Management Solutions (LGNSW) to advise that Council had resolved to appoint them to recruit a new General Manager. On 2 June 2022 the Acting General Manager, Mr Robert Emerson, and I met with Mr Christian Morris, Senior Management Consultant, Local Government Management Solutions to discuss the recruitment process and timeframes. LGNSW Management Solutions are an arm of the peak body LGNSW and have exceptional experience and knowledge of local government. LGNSW Management Solutions undertake an annual survey of remuneration for General Managers which is used across local government to benchmark General Managers' salaries.

I advise that the cost of the recruitment by LGNSW Management Solutions is 9% of the current salary for the General Manager. That is, approximately \$36,000 + GST.

The Director-General's Guidelines issued pursuant to section 23A of the *Local Government Act 1993* for the Appointment and Oversight of General Managers, July 2011 ("the s23A Guidelines) provide that the Council should generally delegate to the mayor the tasks required for recruitment including, but not limited to, the establishment of the selection panel and preparation of relevant documents.

The Acting General Manager and I have, in accordance with clause B2 of the s23A Guidelines, ensured that the general manager position description is current and instructed LGNSW Management Solutions to advise on an appropriate salary range having regard to industry benchmarking and the responsibilities and duties of the position. An information package for

candidates has been prepared by LGNSW Management Solutions in consultation with the Acting General Manager and I and advertising of the position will commence imminently.

## **Timeframes**

The proposed timeframe for the recruitment process is as follows:

- Advertising commences – last week of June 2022
- Advertising period closes – 4 weeks later
- Selection Panel undertakes interviews of long list candidates and prepares report to Council on shortlisted candidates – 1-2 weeks
- Extraordinary meeting of Council to interview shortlisted candidates and appoint successful candidate – 1 week after Selection Panel report is finalised.

## **Selection Panel**

Clause B2 of the s23A Guidelines relevantly provides:

*“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 of at least the mayor, the deputy mayor, another councillor and, ideally, a suitably qualified person independent of the council. The LGSA and the LGMA can be contacted for assistance to identify suitable independent recruitment committee members and recruitment consultants. The selection panel membership should remain the same throughout the entire recruitment process. Selection panels must have at least one male and one female member (other than in exceptional circumstances).”*

It is clear from the s23A Guidelines that the OLG prefer that the establishment and membership of the Selection Panel should be delegated entirely to the mayor.

### **I therefore recommend:**

**1.THAT** Council notes the information in relation to the appointment of LGNSW Management Solutions to recruit a new General Manager.

**2.THAT** Council establish a Selection Panel consisting of the Mayor, the Deputy Mayor, Councillor Shannon Welch and a suitably qualified person independent of the Council.

**3.THAT** the Mayor consult with LGNSW and Local Government Professionals (formerly LGMA) to identify a suitably qualified person independent of Council and appoint that person to the Selection Panel.

**4.THAT** the Selection Panel undertake interviews with candidates and recommend a short list of candidates to Council.

**5.THAT** the Selection Panel report be considered at an Extraordinary Meeting of Council at which all the shortlisted candidates will be interviewed in closed session by the whole of the

governing body (in committee of the whole) prior to Council resolving to appoint a successful candidate to the position of General Manager.

**6.THAT** Council delegates to the Mayor the task of managing the recruitment process pursuant to the s23A Guidelines for the Appointment and Oversight of General Managers.

**COUNCILLOR ZOË BAKER**  
**MAYOR**