



**Lane Cove
Council**

Late Agenda Ordinary Council Meeting 20 March 2025, 7:00 PM

Council will commence consideration of
all business paper agenda items at 7.00 pm.

MAYORAL MINUTES

1 MAYORAL MINUTE - RECRUITMENT OF A NEW GENERAL MANAGER..... 3

Item No: 1
Subject: Mayoral Minute - Recruitment of a new General Manager
Record No: SU3007 - 17346/25
Division: Lane Cove Council
Author(s): Councillor Merri Southwood

Executive Summary

This Mayoral Minute provides details on the recommended recruitment process for a new General Manager.

Background

On 12 February 2025 Council resolved as follows:

1. Council notes the confidential correspondence from Mr Craig Wrightson (General Manager) to Cr Merri Southwood (Mayor) dated 6 February 2025 and accepts his resignation as General Manager of Lane Cove Council with effect from 4 April 2025.
2. Council extends its sincere thanks to Mr Wrightson for his leadership and numerous achievements during his 21 years of service with Lane Cove Council, including 12.5 years as General Manager.

Some of the notable highlights include:

- a) delivering the award winning The Canopy
 - b) rejuvenating St Leonards, including the new Library, Wadangari Park (built over the railway line at St Leonards) and Friedlander Place
 - c) Lane Cove being voted the most Liveable place in Australia in the 2021 Australian Liveability Census (and second place in the 2023 Census)
 - d) delivering infrastructure to keep pace with population growth, including new cultural facilities, improved parks and recreation facilities including Blackman Park Sporting Complex, Mindarie Park, early childhood education centres and car parks
 - e) upgrades to the Lane Cove Aquatic Centre including, expanded Gym, new 50m outdoor pool and 900 seat grandstand
 - f) integrating Sustainability principles into aspects of council's activities, which was recently recognised with Council winning the Local Government New South Wales Excellence in the Environment Award
 - g) focusing on improving the 'look and feel' of Lane Cove by actively supporting the expansion of music, cultural and neighbourhood events which has seen thousands of events enjoyed by the community, including the popular concerts at The Canopy and Food and Wine Fair.
3. Council expresses its confidence in the expertise and commitment of the Council Executive Leadership Team and Council staff to the delivery of the range of services enjoyed by the Lane Cove community and to the ongoing implementation of the exciting initiatives approved or under consideration by Council
 4. pursuant to sections 336 and 351 of the *Local Government Act 1993*, Council appoints Mr Steven Kludass, Director Corporate Services and Strategy, to be the Council's Acting General Manager when Mr Wrightson is on leave and to remain as the Council's Acting General Manager until the Council appoints a new General Manager or until further

decision of the Council to appoint a different Acting General Manager, whichever occurs first. Provided that if Mr Kludass is on leave prior to Council appointing a new General Manager or appointing a different Acting General Manager, the Mayor, following consultation with the Deputy Mayor, may temporarily appoint another of Council's directors as Interim General Manager for the period of such leave.

5. Council engage LGNSW Management Solutions to recruit a new General Manager for Lane Cove Council
6. in furtherance of the above, and consistent with page 7 of the Office of Local Government Guidelines for the Appointment and Oversight of General Managers 2022 ('Guidelines'), the Council delegates to the Mayor the task of ensuring:
 - a) the selection panel is established,
 - b) the General Manager's position description is current and evaluated in terms of salary to reflect the responsibilities of the position,
 - c) the proposed salary range reflects the responsibilities and duties of the position,
 - d) the position is advertised according to the requirements of the Local Government Act 1993,
 - e) information packages are prepared, and
 - f) applicants selected for interview are notified.
7. the selection panel (referred to above) prepare a selection panel report addressing the matters referred to on page 8 of the Guidelines, which is to be presented to a future meeting of the Council for consideration.

Discussion

Appointment of LGNSW Management Solutions to undertake recruitment

On 13 February 2025, consistent with the above resolution, I contacted Mr Christian Morris of LGNSW Management Solutions (LGNSWMS) to advise him that Council had resolved to appoint LGNSWMS to recruit a new General Manager.

On 18 February 2025 the Deputy Mayor, Councillor Kennedy, and I met with Mr Christian Morris, Manager, Management Solutions LGNSWMS and Claudia Nossa Cortes, Senior Consultant LGNSWMS, to discuss the recruitment process and timeframes.

LGNSWMS is an arm of the peak body LGNSW and has exceptional experience and knowledge of local government.

LGNSWMS undertakes an annual survey of remuneration for General Managers which is used across local government to benchmark General Manager's salaries.

In accordance with the Guidelines and my delegation I have ensured that the General Manager position description is current and have instructed LGNSWMS to advise on a salary range that reflects the responsibilities and duties of the position of General Manager.

An information package for candidates is being finalised by LGNSWMS in consultation with the Deputy Mayor, Councillor Kennedy.

Advertising of the position of General Manager will commence imminently.

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Item No: 1

Timeframes

The proposed time frame for the recruitment process is as follows:

Advertising commences	24 March 2025
Advertising period closes	4 weeks later
Selection panel interviews long list candidates and prepares report on shortlisted candidates	1-2 weeks
Extraordinary meeting of Council to interview Shortlisted candidates and appoint successful Candidate	1 week after Panel report finalised

Selection Panel

The Guidelines state that “the selection panel should consist of at least the mayor, the deputy mayor, another councillor and a suitably qualified person independent of the council. Where practicable, the selection panel membership should remain the same throughout the entire recruitment process. Selection panels should, where possible, have a mix of genders.”

In accordance with my delegation I have formed the Selection Panel comprising the following persons:

- Mayor Councillor Merri Southwood
- Deputy Mayor Councillor Bridget Kennedy
- Councillor Councillor Scott Bennison
- Councillor Councillor Rochelle Flood
- Independent person Mr Christian Morris LGNSWMS.

I seek the support of Councillors to the recommendation outlined below.

RECOMMENDATION

That Council:

1. notes the information in relation to the appointment of LGNSW Management Solutions to undertake recruitment of the General Manager;
2. notes the composition of the Selection Panel;
3. authorises the Selection Panel to determine a long list of candidates and to conduct interviews of these candidates;
4. authorises the Selection Panel to determine a short list of candidates and to recommend a short list of candidates to Council; and
5. authorises the Selection Panel to prepare a report on the short list of candidates to be considered at an Extraordinary Meeting of Council at which all short-listed candidates will be interviewed in closed session by the governing body sitting as a committee of the whole prior to Council resolving to appoint a successful candidate to the position of General Manager.

Councillor Merri Southwood
Councillor

ATTACHMENTS:

There are no supporting documents for this report.