



**Lane Cove  
Council**

# Agenda

## Extraordinary Meeting of Council

### 2 June 2025, 6:30 PM

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

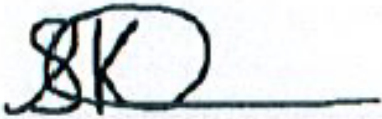
## Notice of Meeting

Dear Councillors,

Notice is given of the Extraordinary Meeting of Council, to be held in the Council Chambers on Monday 2 June 2025 commencing at 6:30 PM. The business to be transacted at the meeting is included in this business paper.

In accordance with clause 3.26 of the Code of Meeting Practice Councillors are reminded of their oath or affirmation of office made under section 233A of the Act, and of their obligations under the Council's Code of Conduct to disclose and appropriately manage conflicts of interest.

Yours faithfully

A handwritten signature in black ink, appearing to be 'SK' followed by a horizontal line.

Steven Kludass  
**Acting General Manager**

## Council Meeting Procedures

The Council meeting is chaired by the Mayor, Councillor Merri Southwood. Councillors are entitled to one vote on a matter. If votes are equal, the Chairperson has a second or casting vote. When a majority of Councillors vote in favour of a Motion it becomes a decision of the Council. Minutes of Council and Committee meetings are published on Council's website [www.lanecove.nsw.gov.au](http://www.lanecove.nsw.gov.au) by 5.00 pm on the Tuesday following the meeting.

The Meeting is conducted in accordance with Council's Code of Meeting Practice. The order of business is listed in the Agenda on the next page. That order will be followed unless Council resolves to modify the order at the meeting. This may occur for example where the members of the public in attendance are interested in specific items on the agenda.

Please note that meetings held in the Council Chambers are webcasted, and recordings are made publicly available on the Council's website. Should you require assistance to participate in the meeting due to a disability; or wish to obtain further information in relation to Council, please contact Council's Director - Corporate Services and Strategy on (02) 9911 3550.

DECLARATIONS OF INTEREST

APOLOGIES

ACKNOWLEDGEMENT TO COUNTRY

MINUTE OF SILENCE FOR RELECTION OR PRAYER

NOTICE OF WEBCASTING OF MEETING

MAYORAL MINUTES

1	MAYORAL MINUTE - RECRUITMENT AND APPOINTMENT OF GENERAL MANAGER .....	3
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**Item No:** 1  
**Subject:** Mayoral Minute - Recruitment and Appointment of General Manager  
**Record No:** SU3007 - 35015/25  
**Division:** Lane Cove Council  
**Author(s):** Councillor Merri Southwood

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## **Background**

Council resolved at an Extraordinary Meeting of Council on 12 February 2025 that

*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:*

- *delivering the award winning The Canopy*
- *rejuvenating St Leonards, including the new Library, Wadangari Park (built over the railway line at St Leonards) and Friedlander Place*
- *Lane Cove being voted the most Liveable place in Australia in the 2021 Australian Liveability Census (and second place in the 2023 Census)*
- *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*
- *upgrades to the Lane Cove Aquatic Centre including, expanded Gym, new 50m outdoor pool and 900 seat grandstand*
- *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*
- *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:

- the selection panel is established,
- the General Manager's position description is current and evaluated in terms of salary to reflect the responsibilities of the position,
- the proposed salary range reflects the responsibilities and duties of the position,
- the position is advertised according to the requirements of the Local Government Act 1993,
- information packages are prepared, and
- 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.

Pursuant to Item 5 above the LGNSW Management Solutions was engaged to manage and facilitate the recruitment process.

Pursuant to Item 6 above the selection panel was convened as follows-

- Cllr Scott Bennison
- Cllr Rochelle Flood
- Cllr Bridget Kennedy
- Cllr Merri Southwood
- Claudia Nossa Cortes (suitably qualified person independent of Council)

The position of General Manager was advertised on the following websites from 21 March 2025

- National  
Local Government Jobs Directory x 3 weeks
- Websites  
[www.CouncilJobs.com.au](http://www.CouncilJobs.com.au) - Friday 21 March 2025 to close  
[www.CareersatCouncil.com.au](http://www.CareersatCouncil.com.au) - Friday 21 March 2025 to close  
[www.lgnsw.org.au/lgms](http://www.lgnsw.org.au/lgms) - Friday 21 March 2025 to close  
[www.seek.com](http://www.seek.com) - Friday 21 March 2025 to close  
[www.lgassist.com.au/new-south-wales-nsw](http://www.lgassist.com.au/new-south-wales-nsw) - Friday 21 March 2025 to close  
LinkedIn – 25 March 2025 to close.

The closing date for receipt of applications was 5:00 pm Monday 21 April 2025.

Applicants were directed in the advertisement to the LGNSW/LGMS website for the Position Description and Selection Criteria. Applicants were required to apply on-line by including a cover letter and resume and addressing the selection criteria.

Information on the position was provided by Claudia Nossa Cortes and information on the Council via the Council's website and documentation provided by Council.

In total, 25 applications were received for the position of General Manager.

LGNSW Recruitment undertook an initial review process of all the applications and identified seven candidates to present to the selection panel.

On 2 May 2025 the selection panel identified six candidates for interview by the selection panel.

The selection panel convened on 16 May 2025, 20 May 2025 and 26 May 2025 and interviewed the short-listed candidates.

The selection panel identified three candidates to progress to further interview in an Extraordinary Meeting of Council to be conducted on 2 June 2025.

It is noted that the selection panel membership remained the same through the entire recruitment process.

The Mayor made a request under the Code of Meeting Practice that an Extraordinary Meeting of Council be called for the purpose of finalising the recruitment and appointment of a new General Manager.

As part of the candidate interview process, each candidate will be required to make a presentation.

All Councillors will be given an opportunity to ask questions as part of the process.

The task of contacting referees was undertaken prior to the Extraordinary Meeting of Council by Claudia Nossa Cortes of LGNSW Management Solutions. At least two referees were contacted per candidate and asked questions about the candidate relevant to the selection criteria.

In addition, appropriate background checks including a tertiary qualification check have been undertaken.

### **Extraordinary Meeting on 2 June 2025**

The purpose of this Extraordinary Meeting is for Council to finalise the recruitment and appointment of the new General Manager.

It is recommended that Council resolve to move to confidential session for this process in accordance with Section 10A(2)(a) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:

*Personnel matters concerning particular individuals (other than councillors)*

Copies of the confidential documentation regarding the candidates have been restricted for distribution to Councillors only. It is recommended that in accordance with section 11(3) of the Local Government Act that Council resolves that this documentation is to be treated as confidential.

It is anticipated that, at the conclusion of the interview process, Councillors will vote on a motion to the following effect –

- Council will resolve to appoint an identified (but not named) candidate to the position of General Manager, subject to the negotiation of a contract
- If negotiations are not successful, Council resolves to appoint the preferred second candidate
- Council resolves to affix the Council seal to the contract in accordance with the Local Government Act
- Council resolves that the documentation provided to Councillors regarding the candidates will be treated as confidential.

In accordance with clause 14.24 of the Code of Meeting Practice, the chairperson will make public via webcast any resolutions passed during the closed meeting as soon as practicable after the meeting, including the names of Councillors who voted for or against each motion or amendment.

### **Finalising the appointment**

It is noted that the Council 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.

In accordance with the Office of Local Government Guidelines for the Appointment and Oversight of General Managers 2022, the Mayor will be delegated the authority to make the offer of employment should the Council resolve to appoint the successful candidate.

Conditions such as the term of the contract and remuneration package are to be offered in accordance with the range approved by the Council and as advised by LGNSW.

The Standard Contract for the Employment of General Managers as approved by the Chief Executive of the Division of Local Government must be used.

Only the term and the schedules to the Standard Contract can be individualised.

I seek Council's support for the Recommendation below.

### **RECOMMENDATION**

1. That Council notes that this process has been undertaken having given consideration to the Guidelines for the Appointment and Oversight of General Managers issued by the Department of Local Government (now Office of Local Government) July 2011
2. That Council resolves to move to confidential session in accordance with Section 10A(2)(a) and (d)(i) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:  
*Personnel matters concerning particular individuals (other than councillors)*
3. That in accordance with section 11(3) of the Local Government Act Council resolves that documentation provided to Councillors regarding the candidates is to be treated as confidential
4. That it be noted that once in confidential session and in accordance with Clause 12.1 of the Code of Meeting Practice that Council will resolve itself into a committee to finalise the recruitment and appointment of a new General Manager.

Councillor Merri Southwood  
**Councillor**

**ATTACHMENTS:**

There are no supporting documents for this report.