

Blayney Shire Council



20 July 2011

Dear Councillor

Your attendance is requested at an Extraordinary Council Meeting of the Blayney Shire Council to be held in the Council Chambers on Thursday, 21 July 2011 at 6.30pm for consideration of the following business -

- (1) Acknowledgement of Country
- (2) Apologies for non-attendance
- (3) Reports of Staff
 - (a) Corporate Services
- (4) Closed Meeting

Yours faithfully

Alan McCormack
ACTING GENERAL MANAGER

5.00pm Rezoing Proposal
6.00pm Meeting with the Acting General Manager

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HELD ON THURSDAY 21 JULY 2011

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CORPORATE SERVICES REPORTS
PRESENTED TO THE BLAYNEY SHIRE COUNCIL
MEETING HELD ON THURSDAY, 21 JULY 2011



01) RECRUITMENT OF GENERAL MANAGER
(Acting General Manager)

RECOMMENDED:

1. That Council engage a recruitment consultant from the four applicants who expressed interest.
2. That Council appoint a General Manager Recruitment Panel to decide:
 - a. the successful consultant, and
 - b. to assist the successful consultant to arrive at the applicants for final interview.
3. That the Panel comprise the Mayor, Deputy Mayor, Cr Reeks and Acting General Manager.

REPORT

At an Extraordinary Council Meeting held on 30 June 2011 Council accepted the resignation of Mr Aaron Jones and further resolved that:

3. *Expressions of Interest be sought from suitably qualified consultants to manage the recruitment process.*

Expressions of Interest have been called and the following responses received:

- Blackadder Associates
- John Kleem Consulting
- Gerry Holmes
- Local Government Management Solutions

Three of the four above have solid experience in this type of exercise. Prices for those three are similar (a breakdown of costs is attached).

Referee checks have been made on those three consultants.

The process proposed by each consultant is similar i.e.:

- Information Package
- Advertising
- Conduct referee checks
- Interview of final applicants by full Council.

The consultant is normally engaged in all facets of this process. This usually includes meeting with all Councillors (which would accord with a former direction of Council) and occur early in the process. Council can expect the recruitment procedure to take up to three months.

Council should appoint a Recruitment Panel, according to recently issued Department of Local Government Guidelines. The Panel should comprise at least the Mayor, Deputy Mayor and another Councillor. There must be a female member on the Panel.

BUDGET IMPLICATIONS

There has been no provision set aside for the above purpose. However funding is set aside for advertising and medical expenses for general recruitment of staff vacancies.

Costs will be incorporated in the next Budget Review.

POLICY IMPLICATIONS

Council is required to appoint a General Manager.

Attachments

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Cr BR Kingham
MAYOR

Mr A McCormack
ACTING GENERAL MANAGER

Breakdown of Costs for General Manager Recruitment

Basic fee, including travel	\$11,000 – \$14,700 (average \$13,259)
Advertising	\$6,000 – \$10,000 (note 1)
Travel for candidates	\$5,000 (note 1)
Personality profiling /psychological testing	\$2,500 (\$500 per candidate) (note 2)

Notes:

1. Would be a cost to Council with or without a recruitment agency.
2. Not proposed by all applicants.