

**MINUTES OF LIVERPOOL PLAINS SHIRE COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS
ON FRIDAY, 10 JANUARY 2025 AT 12:00PM**

PRESENT: Cr Ken Cudmore, Cr Terry Cohen, Cr Donna Lawson, Cr Jason Allan, Cr Charlie Simkin, Cr Shawn Cain, Cr James Robertson

IN ATTENDANCE: Gary Murphy (General Manager), Jared McCulloch (Coordinator Governance, Risk and Corporate Records) and Kath Roach (SINC Solutions Pty Ltd).

AUDIO RECORDING OF MEETINGS

The Mayor informed the meeting as follows:

“THIS MEETING OF LIVERPOOL PLAINS SHIRE COUNCIL IS BEING LIVE-STREAMED TO COUNCIL’S WEBSITE, A WEBCAST OF THIS MEETING WILL BE PUBLISHED TO COUNCIL’S WEBSITE AT WWW.LIVERPOOLPLAINS.NSW.GOV.AU SO THAT IT IS AVAILABLE FOR VIEWING BY MEMBERS OF THE PUBLIC.”

1 ACKNOWLEDGEMENT OF COUNTRY AND COUNCIL PRAYER

Cr Terry Cohen recited the Acknowledgement of Country and the Council Prayer.

2 APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS

Nil

3 DISCLOSURES OF INTERESTS

Nil

Cr James Robertson arrived at 12:02pm

4 CONFIDENTIAL MATTERS

RESOLUTION 2025/1

Moved: Cr Ken Cudmore

Seconded: Cr Charlie Simkin

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993:

4.1 Mayoral Minute - Resignation of General Manager

This matter is considered to be confidential under Section 10A(2) - (a) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters concerning particular individuals (other than councillors).

CARRIED

Cr Jason Allan arrived at 12:07pm

Gary Murphy left the meeting at 12:07pm

Jared McCulloch left the meeting at 12:07pm

RESOLUTION 2025/6

Moved: Cr Terry Cohen

Seconded: Cr James Robertson

That Council moves out of Closed Council into Open Council.

CARRIED

Gary Murphy returned to the meeting at 2:30pm

Jared McCulloch returned to the meeting at 2:30pm

REPORT ON CONFIDENTIAL MATTERS

The Mayor reported as follows on the matters considered in the confidential section of the meeting:

4 CONFIDENTIAL MATTERS

4.1 MAYORAL MINUTE - RESIGNATION OF GENERAL MANAGER

RESOLUTION 2025/7

Moved: Cr Donna Lawson

Seconded: Cr Shawn Cain

That Council:

1. Pursuant to sections 336 and 351 of the *Local Government Act 1993 (NSW)* (Act), Council in relation to the appointment to the position of Acting General Manager will determine this on or before 14 February 2025 at a further meeting of Council.
 2. That the Mayor be given financial delegations up to the value of \$30,000 (ex GST) for the purposes of undertaking any activities associated with the recruitment and selection process.
 3. Determine that the Mayor, Councillor Cudmore; the Deputy Mayor, Councillor Lawson; Councillor Cohen; and Councillor Cain comprise the Recruitment and Selection Panel for the recruitment of a General Manager, with Councillor Simkin being the alternate panel member should a Councillor be unable to participate.
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4. Delegate authority to the Mayor, in consultation with the Deputy Mayor, to do all actions needed to undertake a recruitment process, including ensuring that:
 - a. they invite suitably experienced external recruitment consultants to submit proposals to assist the Council with the recruitment process to recruit a new General Manager for the Council.
 - b. to appoint a suitably experienced external recruitment consultant to assist the Council with the recruitment process to recruit a new General Manager for the Council in accordance with the requirements of the *Local Government Act 1993* and consistent with the Office of Local Government's publication *Guidelines for the Appointment and Oversight of General Managers (August 2022) (Guidelines)*.
 - c. the General Manager's position description is current and evaluated in terms of salary to reflect the responsibilities of the position. This will be done in consultation with the recruitment provider.
 - d. the proposed salary range reflects the responsibilities and duties of the position. This will be done in consultation with the recruitment provider.
 - e. The position is advertised according to the requirements of the Act.
 - f. The information packages are prepared.
 - g. Applicants selected for interview are notified.
 - h. Present a preferred candidate(s) for determination at a meeting of full Council, and
 - i. Undertake any other actions as required to ensure the process is effectively completed.

5. The Recruitment consultant prepare to the satisfaction of the Mayor a selection panel report addressing the matters referred to in the relevant section of the Guidelines, which is to be presented to a future meeting of the Council for consideration.

6. Engage SINC Solutions Pty Ltd as an independent to advise and assist the Recruitment and Selection Panel; be the liaison point with Councillors throughout the process; liaise with the Recruitment provider including drafting a scope of works to be undertaken by the recruitment provider for the Panel's review and determination; be an Independent Advisor on the recruitment panel; and provide guidance to Council throughout the process, ensuring that governance responsibilities are met.

7. Thank the outgoing General Manager, Mr Gary Murphy for his service to Liverpool Plains Shire Council and its community.

CARRIED

The Meeting closed at 2:40pm.

The minutes of this meeting were confirmed at the Ordinary Meeting of the Liverpool Plains Shire Council held on 19 February 2025.

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CHAIRPERSON