



General Manager Appointment

Reference: 101; 102; 103/6
Report Author: Interim Administrator

The Office of Local Government has issued Guidelines for the *Appointment and Oversight of General Managers* which must be taken into account in any recruitment process and as is my statutory obligation these have been followed.

LGNSW Management Solutions was engaged by Council to assist in the recruitment of a General Manager. I have reported earlier on the number of applications received and the need to re-advertise the position even after extending the earlier closing date by two weeks. This decision proved very productive.

To ensure that the Wingecarribee Shire community was represented in the process, residents were invited to put their names forward and I selected Ms Christina Hawkins AM, Ms Kellie Hayes, and to join Mr John Rayner PSM and myself in the interview process. A short biography on each panel member is attached to this Minute.

The interviews were facilitated by the LGNSW Management Solutions representative and five candidates were shortlisted by the Panel. Interviews were held at the Council Chamber on 17 and 18 May 2021.

The calibre of the final applicants was extremely high and the panel was unanimous in its decision to recommend Ms Lisa Miscamble. Ms Miscamble is presently the General Manager of Hunter's Hill and has held senior positions at Campbelltown City Council; City of Canada Bay Council; and Camden Council.

The Total Remuneration Package (TRP) is \$350,000 per annum (including superannuation and vehicle) with a five-year performance-based contract. Should the first annual performance review be assessed as "more than satisfactory" Council will increase the TRP to \$360,000. Lisa Miscamble and her family will move to the Shire and, as is the norm when recruiting Senior Staff, Council will meet removal expenses up to \$10,000. Fifty percent will be payable at the time of the move and the remaining fifty percent on the completion of twelve month's satisfactory service.

Ms Miscamble will commence duties on Monday 21 June and Mr McMahon has agreed to stay in the Acting General Manager's role until Monday 14 June. On behalf of the Wingecarribee Shire community and personally, I would like to acknowledge my appreciation to Mr McMahon for his very constructive approach in starting to address so many issues.

With the appointment of Ms Miscamble, we now start a new phase in the rebuilding of the Council's administration and the pace of change will accelerate.

AGENDA FOR THE EXTRAORDINARY MEETING OF COUNCIL

Wednesday 20 May 2021

INTERIM ADMINISTRATOR MINUTE



An expert in transformation change, organisation structure and governance generally, Ms Marissa Racomelara, will commence duties on 15 June 2021, firstly as Acting General Manager and then as Acting Deputy General Manager, Corporate Strategy and Development Services. Ms Racomelara has committed to Council until after the September elections, induction of new Councillors and adoption of the Council structure as is required under Section 332 of the *Local Government Act*. Residents and staff may be assured that the new structure will focus on the community, not individuals.

I will be working closely with Ms Miscamble and Ms Racomelara to realign the Council's operations to ensure that they are both resident and staff friendly with a major focus on bringing the Council back to concentrating on its core responsibilities, strategic planning and financially responsible scoping of projects. A report will be presented to Council in this regard in July outlining directorates and roles. Ms Danielle Lidgard will return to her former role and Mr John Crawford will retain responsibility for Organisational Development and Risk in the short term. My appreciation is extended to them for their support and cooperation under what have been difficult times.

LGNSW will now prepare in line with the Guidelines issued by the Office of Local Government the Model Contract for signature. The Contract requires that the employee and Council sign a performance agreement setting out agreed performance criteria and I have asked that it acknowledge, inter alia, the importance of villages and localities in the Shire and that either Ms Hawkins or Ms Hayes be the independent member on any General Manager Performance Review Panel for the next two years and I have asked this document is submitted to the July Council meeting for endorsement.

Motion

THAT:

1. Ms Lisa Miscamble be appointed to the position of General Manager on a five year performance based contract.
2. Ms Christine Hawkins AM, Ms Kelly Hayes, and Mr John Rayner PSM be thanked for their time and expertise in assisting in the process.

Viv May PSM

Interim Administrator

General Managers Selection Panel

Member Biographies



Christine Hawkins AM– Community Representative

Christine Hawkins AM FAICD is a highly experienced businesswoman who is an accomplished Chair, director, adviser and governance specialist. Current roles include Commonwealth, State, and Local government as well as commercial and not-for-profit organisations. Christine has worked in agriculture and food, environmental and natural resource management, asset and infrastructure management, and higher education.

A seasoned professional, with core skills in governance, economics and finance, strategy and business development, risk management and corporate restructuring, Christine's successful track record traverses start-ups, member organisations, difficult stakeholder management environments, and organisational regeneration. She has built a reputation for bringing clarity and direction to decision-making in difficult environments and negotiating complex organisational and stakeholder issues to drive cultural change and establish stakeholder trust, based on disciplined governance and management. Christine's ethos is underpinned by a high level of professionalism founded on honesty, integrity, and strategic focus aimed at delivering tangible, accountable, and responsible stakeholder objectives.

Christine contributes significantly to the community with volunteer and pro bono work, including as a Director of the Fred Hollows Foundation and the Southern Highlands Botanic Gardens. She is a Member of the Order of Australia for significant service to business and commerce and primary industry. Professionally she is a Fellow of CPA Australia and a Fellow of the Australian Institute of Company Directors.

Kelli Hayes – Community Representative

Kelli Anne Hayes (BEc, MAICD) is a resident on a small property outside of Berrima and has extensive Corporate industry experience as a CEO in a leading large organisation which operated across Australia, Asia USA and South Africa. With a strong track record in leading cultural transformation, Kelli is also an experienced Company Secretary governing board process both in Australia, Philippines and USA. Kelli brings a wealth of executive selection experience to the panel processes.

Over 15 years Kelli has worked closely with Federal and State Government as well as a number of large blue chip Australian organisations.

Kelli's strengths are in building and nurturing positive organisational culture, development and mentoring of C-level executives, and creation and execution of organisational strategy. Currently works pro bono with AI start-ups.

Working with you

John Rayner PSM

John has been associated with Local Government for 56 years working in Grafton, Mudgee before becoming the first Town Clerk of the City of Greater Lithgow.

He was General Manager Sutherland Shire Council and retired in 2015 after 33 years in that position.

Since retirement he has been Administrator Georges River Council, Acting General Manager at Edward River and Armidale Regional Councils and is currently, by Ministerial appointment, Financial Controller / Temporary Advisor for Armidale Regional Council.