



COFFS HARBOUR CITY COUNCIL
SUPPLEMENTARY MEETING
(PLANNING, ENVIRONMENT AND DEVELOPMENT COMMITTEE)
15 DECEMBER 2005

Mayor and Councillors

MAYORAL MINUTE

APPOINTMENT OF GENERAL MANAGER

Purpose:

To advise Council and the Community of the appointment of a General Manager to fill the vacancy following the resignation of the previous incumbent.

Description of Item:

I advised Council of the vacancy to the position of General Manager at the meeting held on 21 July 2005 and Council resolved to proceed to fill the position.

Legislative Requirements:

Council is required by Section 334 of the Local Government Act to appoint a General Manager.

Issues:

Following Council's resolution of 21 July 2005, the vacant position of General Manager was advertised nationally and within New Zealand.

There has been considerable interest in this position and the calibre of applicants was extremely high. The process has been exhaustive and all Councillors have been involved in reaching a decision.

I am pleased to advise that following this competitive process, Stephen Michael Sawtell was offered and has accepted the position of General Manager, subject to the finalisation of contractual issues.

This process has once again identified the level of competence, skills and expertise within this organisation.

Cont'd

Appointment Of General Manager ...(Cont'd)

Recommendation:

- 1. That Coffs Harbour City Council appoint Stephen Michael Sawtell as General Manager for a period of 3 years 11 months effective from the 1 January 2006 and expiring on 1 December 2009.**
- 2. That the appointment be subject to the completion of a contract of employment by 31 January 2006.**
- 3. That all documentation related to this employment contract be executed under common seal of Council.**

Keith Rhoades AFSM
Mayor, City of Coffs Harbour