

CEO RECRUITMENT AND SELECTION ADVISORY PANEL – TERMS OF REFERENCE

FUNCTION

The CEO Recruitment and Selection Advisory Panel is to be an Advisory Panel to Council for the duration of the CEO recruitment and selection process.

DELEGATED AUTHORITY

The Panel has no delegated power and as such the CEO Recruitment and Selection Advisory Panel meetings will not be open to the public.

All decisions of the Panel are Recommendations to Council, and are not to be actioned until authorised by Council.

OBJECTIVES

- a. The CEO Recruitment and Selection Advisory Panel is to coordinate the recruitment process in an appropriately confidential manner, including working with the appointed independent recruitment consultant to attract and select appropriate candidates;
- b. The CEO Recruitment and Selection Advisory Panel, with the assistance of the independent recruitment consultant, is to coordinate the advertising, search for candidates, short listing, development of interview process, conducting interviews, screening, assessing, conducting second round interviews, conducting referee checks, writing reports and contract preparation; and
- c. The CEO Recruitment and Selection Advisory Panel is to report back to Council throughout the process and provide Council with sufficient advice to permit a determining decision to be made at an Ordinary Meeting of Council regarding the final selection, appointment and contracting of the CEO.

POLICY

1 Membership

- 1.1 Panel Members (Voting)
 - 1.1.1 Shire President
 - 1.1.2 Deputy Shire President
 - 1.1.3 2x Elected Members
 - 1.1.4 1x Independent Person
- 1.2 Support (Non-voting)

- 1.2.1 HR Recruitment Consultant
- 1.2.2 Executive Support: Chief Executive Officer & Executive Officer
- 1.2.3 The CEO and EO provide Secretariat Services to the Advisory Panel and the Recruitment Consultant.

2 Quorum Requirements

The Quorum for the Advisory Panel is 3 Members.

In the case of equality of voting, the presiding member is to exercise a casting vote.

3 Presiding Member

The Presiding Member is to be the Shire President. Should the Shire President not be available for a meeting, the Selection Panel are to elect another current Councillor present as the Acting Presiding Member.

4 Meeting Schedule

As required.

5 Disclosure Of Interest

Should a Panel Member be aware of any close relationship with any of the Candidates, the Panel Member is to advise the Presiding Member in writing of the Nature of the Interest and for the Panel Member to excuse themselves from the Panel and the Recruitment process.

6 Confidentiality Statement

During the recruitment process, Panel Members may have access to confidential information, including, but not limited to, personal information, education history, and employment history of applicants.

This information and all discussions must remain confidential both during the recruitment and after the completion of the recruitment process.

Panel Members may discuss this information only with other Members of the Panel, as well as with the Recruitment Consultant.

Members must not permit any unauthorized person to access documents in their possession that contain applicant or search and screen information.

Panel Members are to complete and sign the Declaration of Confidentiality and Interest Form.

STATUTORY ENVIRONMENT

Local Government Act (1995)

Local Government (Administration) Regulations 1996 as Amended

STD.1 CEO Standards for recruitment, Performance and Termination

Record of ToR Review					
Version	Author	Council Adoption	Resolution	Reason for Review	Review Date
01	CEO Graeme Fardon	27 th May 2021	176-20/21	New Policy	xx