

# CEO RECRUITMENT AND SELECTION ADVISORY PANEL – TERMS OF REFERENCE

## **FUNCTION**

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

The Advisory Panel is established for the purposes of assisting the Council to fulfil its obligations under Section 5.36(2) of the Local Government Act 1995 (the Act), in accordance with the Shire of Quairading CEO Standards for recruitment, performance and termination (CEO Standards).

## **DELEGATED AUTHORITY**

The Panel has no delegated power and as such, meetings of the Panel will not be open to the public.

Panel recommendations shall not be binding on Council and must be endorsed by Council to take effect.

## **OBJECTIVES**

The objective of the Panel is to assist Council in the recruitment and selection of applicant/s for the position of CEO.

The following specific duties and responsibilities have been given to the Panel in order to facilitate the achievement of its objectives:

- a. To assess, or consider an assessment done on its behalf of applicants' knowledge, experience, qualifications and skills against the selection criteria established by the Council;
- b. To determine a shortlist of applicants for interview;
- c. To interview selected applicants for the purpose of assessing their suitability for the position of CEO;
- d. To verify or ensure any academic or other tertiary level qualifications an applicant/s claims to hold are verified;
- e. To verify or ensure the applicants character, work history, skills and performance claims of an applicant/s are verified;
- f. To provide a recommendation to Council on the candidate/s that are considered suitable to be employed in the position of CEO.
- g. To work in conjunction with any independent consultant engaged to assist with the recruitment and selection process.

## **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  
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 three 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.

All members must adhere to the Shire's Code of Conduct for Council Members, Committee Members and Candidates

**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	Next Review Date	CEO Signature
01	Graeme Fardon	27/8/2021	176-20/21	New Policy	Aug 23	
02	Cr Peter Smith	14/7/2023	004-23/24	CEO recruitment	July 25	