



CHIEF EXECUTIVE OFFICER SELECTION PANEL

TERMS OF REFERENCE

1. Purpose

The purpose of the Chief Executive Officer Selection Panel (Panel) is to:

- The purpose of the Panel is to conduct the recruitment and selection process for a Chief Executive Officer (CEO) in accordance with the principles of merit, equity and transparency and consistent with the Model Standards for CEO Recruitment, Performance and Termination.

2. Structure

The panel is to consist of three Councillors appointed by Council and inclusive of the Shire President and include an independent person.

3. Delegated Authority and Recommendations

The Panel has no delegated authority pursuant to section 5.17 of the *Local Government Act 1995* (Act). The Panel does not have decision making authority, recommendations are to be made to Council for endorsement.

4. Definitions

Act	Means the Local Government Act 1995
Council	Means the Council of the Shire
CEO	Means the Chief Executive Officer for the Shire
Councillor	Means an Elected Member of the Shire
Independent Member	Means a person as defined in the Model Standards for CEO Recruitment, Performance and Termination
Recruitment Consultant	Means an experienced external professional engaged to assist Council in delivering a compliant, end-to-end recruitment process, including position development, shortlisting and interviews, checks and contract negotiation support
Member	Means a Councillor or Independent Member appointed to the Panel by Council

5. Functions

The functions of the Panel are to:

- Assess, or consider assessments undertaken on its behalf, of applicants' knowledge, experience, qualifications and skills against the selection criteria determined by Council.
- Determine a shortlist of applicants for interview with the support of advice of the appointed Recruitment Consultant.
- Conduct interviews with shortlisted applicants for the purpose of evaluating their sustainability for the position of CEO.
- Verify, or ensure verification of, any academic or tertiary level qualifications claimed by applicants, through the Recruitment Consultant.
- Provide a recommendation to Council on the preferred candidate(s) considered suitable for the appointment to the position of CEO.
- Work collaboratively with any independent consultant engaged to support the recruitment and selection process.

6. Membership

Membership of the Panel comprises a total of three (3) members consisting of:

- a) The Shire President (Presiding Member)
- b) Two (2) Elected Members
- c) One (1) Independent Member

Appointment of voting Members to the Panel are by Council Resolution.

7. Conduct of Members

Panel Members are bound by the Code of Conduct for Council Members, Committee Member and Candidates. Members are required to:

- a) Act impartially and transparently at all times; and
- b) Comply with the principles outlined in section 5.40 of the Act.

A quorum for a meeting of the Selection Panel is to be at least 75% of the total number of appointed positions, whether vacant or not. **Internal**

8. Conflict of Interest

Should Members become aware of any close relationships with any of the candidates, the Member is to advise the Presiding Member.

9. Confidentiality

During the recruitment process, Members may have access to confidential information including, but not limited to, personal information, education and employment history of applicants. All discussions, documentation, and deliberations of the Panel is required to remain confidential, in accordance with the Act, the CEO Standards, and any relevant Council policies. Members are to not allow any unauthorised person to access documents in their possession relation to the CEO Recruitment Process.

10. Terms of Appointment and Cessation of the Panel

Members' appointments automatically conclude and the Panel ceases to operate upon the commencement of the new CEO.

11. Presiding Member

The Presiding Member is to be the Shire President. Where the Shire President is not available for a meeting, the Presiding Member can select another Member to act as Presiding Member. The role of the Presiding Member includes:

- a) Overseeing and facilitating the conduct of meetings.
- b) Ensuring that all members have an opportunity to participate in discussions in an open and encouraging manner.

12. Meetings

Meetings are to be held as required. Meetings are not open to the public.

13. Voting

Each Member of the Panel has one (1) vote. In the case of equality of voting, the Presiding Member is to exercise a casting vote.