

Shire of Denmark



CHIEF EXECUTIVE OFFICER RECRUITMENT SELECTION PANEL

TERMS OF REFERENCE

1.0 NAME

The name of the Selection Panel shall be the Shire of Denmark Chief Executive Officer Selection Panel, hereinafter referred to in its abbreviated form as the Panel.

2.0 ESTABLISHMENT

The Panel was established 18 April 2023 Resolution No. 350423.

3.0 DEFINITIONS

Act means the *Local Government Act 1995*.

Council means the Council of the Shire of Denmark.

Chief Executive Officer (CEO) means the Chief Executive Officer of the Shire of Denmark.

Councillor means an Elected Member of the Shire of Denmark Council.

Independent person means a member of the committee as defined in the *Standards for CEO Recruitment, Performance and Termination Policy* [cl 8].

Independent Human Resources Consultant means an independent human resources professional, recruitment consultant, or recruitment agency who is not a member of the Committee and shall be appointed by Council to assist with the selection.

3.0 OBJECTIVE

The Panel is established to fulfil the following functions:

1. Conduct the recruitment and selection process for a CEO in accordance with the principles or merit, equity and transparency consistent with Council's adopted *Standards for CEO Recruitment, Performance and Termination Policy*.
2. Assess applications for the position of Independent Panel Member and make recommendation to Council of their preferred applicant.

3. Assess quotes for the role of Independent Human Resources Consultant and make recommendation to Council of their preferred provider.

4.0 MEMBERSHIP

Membership of the Panel will comprise of a total of four (4) members consisting of;

4 x Councillors

At least 1 x Independent Person

Appointment to the Panel shall be by a resolution of Council.

The Independent Human Resources Consultant is not a member of the Panel.

5.0 MEMBERS CONDUCT

Members of the Panel shall be bound by the Shire of Denmark's *Code of Conduct for Council Members, Committee Members and Candidates*.

6.0 CONFLICTS OF INTEREST

Members are required to declare any conflicts of interest prior to interviews commencing.

If the conflict of interest is significant, the Independent Human Resources Consultant is to advise Council to determine if it is appropriate to exclude the Councillor from the interviews and recruitment process.

Any resolution regarding a member's participation resulting from a conflict of interest is to be documented and recorded for future reference.

7.0 CONFIDENTIALITY

Members are required to treat any information relating to the CEO Recruitment Panel and process as strictly confidential and are required to sign a Confidentiality Agreement.

8.0 TERMS OF APPOINTMENT

Member appointments will conclude on appointment of the new CEO.

9.0 PRESIDING MEMBER

The Panel is to determine the Presiding Member and Deputy Presiding Member at the first meeting of the Panel.

The role of the Presiding Member includes:

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

10.0 MEETINGS

Meetings will be held as required.

11.0 VOTING

Each member of the Panel will have one vote.

12.0 RECOMMENDATIONS

Recommendations arising from the Panel's deliberations shall be presented to the earliest available Ordinary Meeting of Council or a Special Meeting of Council, should an earlier decision of Council be required.

13.0 PANEL TERMINATION

The Panel will automatically terminate on appointment of the new CEO.

Terms of Reference Adopted by the Council 18 April 2023 / Resolution No. 350423