

CEO RECRUITMENT COMMITTEE

<i>Document Status</i>	Current	<i>Version No</i>	1
<i>Document Controller</i>	Manager Human Resources		
<i>Last Reviewed</i>	June 2020	<i>Res No</i>	O0620-201

Committee Type

Advisory Committee

Role

To conduct the recruitment and selection process for the position of Chief Executive Officer.

Membership

Committee Members (voting)

Shire President

Deputy Shire President

2 Elected Members

Executive Officer (non-voting)

Manager Human Resources or the Recruitment Agent

Term of Office

Membership of the committee continues for the life of the CEO recruitment process, until the person no longer holds office by virtue of which the person became a member, the committee is disbanded, or the next ordinary elections day; whichever happens first.

Meeting Frequency

As required.

Quorum Requirements

A quorum is achieved by:

- a. Attendance by a nominated Elected Member or their deputy;
- b. Attendance by the Executive Officer, and;
- c. Attendance by over 50% of the appointed voting members (including the Elected Member).

Designated Powers & Duties

1. Form a CEO Recruitment Committee to conduct the recruitment and selection exercise for the position of CEO. Composition of the CEO Recruitment Committee to consist of the Shire President, Deputy Shire President and two other Councillors.
2. The CEO Recruitment Committee to work with the appointed Recruitment Agency to conduct the CEO recruitment process.
3. The CEO Recruitment Committee to work with the selected Recruitment Agency through the process including providing input into the advertisement for the position, reviewing the

Position Description including reviewing the Selection Criteria, short listing of applicants, interviewing shortlisted applicants and referee checking.

4. The CEO Recruitment Committee to report back to Council at various stages throughout the process. This will enable Council to make the final decision regarding the selection and subsequent appointment of the CEO.
5. The CEO Recruitment Committee to provide a recommendation to Council in relation to a preferred applicant, or a number of short listed preferred applicants, as well as the terms and conditions of the Contract to be offered to the preferred applicant.

Applicable Legislation or Council Policies

Local Government Act 1995

Responsible Officer

Manager HR

Reporting To

Ordinary Council