

### **Background and Issues**

One of the fundamental roles of Council is the employment of the local government's Chief Executive Officer (CEO) to action Council's business.

As part of this process, the Shire of Manjimup is required to establish a selection panel to conduct and facilitate the recruitment and selection process. The selection panel should be made up of elected members (the number of which is determined by the Council) and must include at least one independent person.

### **Objectives**

The purpose of this policy is to guide Council on the establishment of a CEO Selection Panel to employ a CEO for the Shire of Manjimup in the event the position is vacant.

### **Definitions**

***Independent Person*** – independent person means a person other than any of the following —

- (a) a council member;
- (b) an employee of the local government;
- (c) a human resources consultant engaged by the local government.

### **Area of Application**

This policy applies only in the recruitment of a CEO for the Shire of Manjimup. This policy should be read in conjunction with Council's adopted document, *Shire of Manjimup Standards for Chief Executive Officer Recruitment, Performance and Termination* and the *Local Government (Administration) Amendment Regulations 2021*.

### **Policy Measures**

#### **1. Primary Functions of the Panel**

The primary function of the selection panel is to assess applicants for the role of CEO, and make a recommendation to Council on the employment of a suitably qualified person to that role.

#### **2. Roles and Responsibilities of Panel Members**

To provide a uniform selection process for applicants to vacancies and to create an ethical foundation to which consistent selection decisions are made, selection panel members are expected to uphold certain responsibilities. These include:

- Ensuring all selection procedures comply with the relevant clauses of Division 2 – Standards for recruitment of CEOs of the *Local Government (Administration) Amendment Regulations 2021*;
- Ensuring that all appointments are made on merit;

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- Ensuring that selection procedures are clear, valid and consistently applied by those involved in selecting candidates and that they provide for fair and equitable treatment for those who apply for employment;
- Basing selection decisions and criteria directly on the demands and requirements of the job and the competencies identified as necessary for satisfactory performance; and
- Observing any legal requirements which apply to the selection process.

**3. Composition of the Panel**

Selection panels for all positions will usually be a maximum of five (5) Councillors and one (1) independent person. The Shire President shall sit on the selection panel.

The four Councillors and Shire President are to be appointed to the Selection Panel by Absolute Majority decision by Council.

The independent person as defined above is recommended to be an independent human resources professional, recruitment consultant, or a recruitment agency not currently engaged by the Shire of Manjimup.

It is recommended that rigorous checks be conducted on any independent consultant before they are engaged to ensure they have the necessary skills and experience to effectively assist the selection panel and Council.

**4. Duration of Term**

Councillors are to be appointed to the Selection Panel as required to fulfil the statutory requirements of *Local Government (Administration) Amendment Regulations 2021*.

The independent person is to be engaged for the recruitment of the Chief Executive Officer only.

**5. Criteria for Appointment of Independent Person to Panel**

The independent person should be able to support and advise the Selection Panel, and provide advice on how to conduct the recruitment process. The independent person should be able to assist Council in achieving the following activities:

- development or review of the Job Description Form;
- development of a selection criteria;
- development of assessment methods in relation to the selection criteria;
- drafting of the advertisement;
- conducting an executive search;
- preliminary assessment of the applications;
- shortlisting applicants;

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- drafting questions for interview;
- coordinating interviews;
- preparing the selection summary assessment and recommendation;
- arranging for an integrity check and/or police clearance; and
- assisting the Council in preparing the employment contract.

The independent person is not to be directly involved in determining which applicant should be recommended for the position, their role is not one of decision-maker.

**6. Confidentiality**

All information produced during the selection and recruitment process is to be kept confidential. This is to ensure that the integrity of the employment process is maintained.

All panel members, inclusive of Councillors and the independent person appointed to assist the panel during the selection and recruitment process, must sign a confidentiality agreement to ensure that they are aware of their obligations in this regard.

**7. Other requirements**

**a. Conflicts of Interest**

Elected members should declare any previous association with an applicant or any potential conflict of interest at the time of shortlisting if they are part of the selection panel. Similarly, if the interviews involve the full council, the elected member should make an appropriate declaration before the interviews commence. If the potential conflict of interest is significant or a member's relationship with an applicant may result in claims of nepotism, patronage or bias, the council may need to consider whether to exclude the elected member from the process. The decision should be documented and recorded for future reference.

**b. Consistency of Assessment Process**

It is important that the assessment process is consistent for all applicants. For example, each applicant is asked the same interview questions which are related to the selection criteria and each are provided with the same information and undertake the same assessments.

**REVIEWED AND ADOPTED 27 MAY 2021**

**NEXT DUE FOR REVIEW MAY 2025**

**The Administration of this Policy is by Office of CEO**