

Chief Executive Officer Selection Panel

Terms of Reference



Councillors	- Shire President - 3x Elected Members
Deputy/Proxy	- 1x Elected Member appointed as a Deputy/Proxy in the case of a Leave of Absence or Apology
External Representation	- 1x Independent Human Resources Consultant (HR Facilitator) - 1x Independent Member
2 x Shire Officers	- Acting Executive Manager Corporate & Community Services - Council & Executive Support Officer
Officer Responsible	- Council & Executive Support Officer
Meeting Location	- Council Chambers, York Town Hall
Quorum	- Three (3) Members
Delegated Authority	- Nil
Meetings open to the Public	- No. Meetings are held Behind Closed Doors in accordance with Section 5.23(2)(a) of the <i>Local Government Act 1995</i>

1. Name

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

2. Establishment and Purpose

The Panel was established on 2 December 2025, Resolution SY20251202.

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

3. Delegated Authority and Recommendations

The Panel has no delegated authority. Panel recommendations shall not be binding on Council and must be determined by Council to take effect.

4. Definitions

Act means the *Local Government Act 1995*.

Council means the Council of the Shire of York.

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

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

Independent Member means a person as defined in the Model Standards for CEO Recruitment, Performance and Termination (also Policy G26).

HR Facilitator means an independent human resources professional, recruitment consultant or recruitment agency who is not a member of the Panel and shall be appointed by Council to assist with the CEO recruitment process.

Member means a Councillor or Independent Member appointed to the Panel by Council.

5. Role

The Panel is established to:

1. Finalise a CEO Position Description and Selection Criteria.
2. Assess all applicants' knowledge, experience, qualifications and skills against the selection criteria established by Council.
3. Determine a shortlist of applicants for interview.
4. Interview selected applicants for the purpose of assessing their suitability for the position of CEO.
5. Review and consider all reports from the HR Facilitator including verification of the preferred applicant's work history, qualifications, references and claims made in their application.
6. Provide a recommendation to Council on the preferred candidate(s) for the position of CEO.

6. Membership

Membership of the Panel will comprise a total of five (5) members consisting of:

Voting

The Shire President

Three (3) Elected Members

One (1) Independent Member

Appointment of voting Members to the Panel shall be by Council resolution.

One (1) Elected Member will be appointed as a Deputy/Proxy in the case of Leave of Absence or an apology from another Elected Member. The Deputy/Proxy cannot attend in place of the Independent Member.

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Non-voting

One (1) HR Facilitator

Acting Executive Manager Corporate & Community Services

Council & Executive Support Officer

7. Members Conduct

Panel Members are bound by Policy E1 – Code of Conduct – Council Members, Committee Members and Candidates.

8. Conflicts of Interest

Should Members become aware of any close relationship with any of the candidates, the Member is to advise the Presiding Member in writing of the nature of the interest and to excuse themselves from the Panel and recruitment process.

9. Authorised Points of Contact

As the Temporary CEO may be an applicant in the recruitment process, the HR Facilitator, the Panel and Council are prohibited from discussing any part of the recruitment process and operational matters related to the recruitment process with the Temporary CEO.

The authorised points of contact within the Administration for all matters relating to the recruitment process are the Council & Executive Support Officer and Acting Executive Manager Corporate & Community Services.

10. Confidentiality

During the recruitment process Members will have access to confidential information including, but not limited to, personal information, education and employment history of applicants.

This information and all discussions are to remain confidential both during the recruitment process and following completion of the recruitment process. Members may discuss this information only with other Members, as well as with the HR Facilitator or Authorised Administration contacts.

Members must not allow any unauthorised person to access documents in their possession relating to the CEO recruitment process.

11. Terms of Appointment and Cessation of Panel

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

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12. 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 Presiding Member includes:

1. Overseeing and facilitating the conduct of meetings.
2. Ensuring that all members have an opportunity to participate in discussions in an open and encouraging manner.

13. Meetings

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

14. Voting

Each Member of the Panel will have one (1) vote.

In the case of equality of voting, the Presiding Member is to exercise a casting vote.