POLICY NUMBER	-	**2.30**
POLICY SUBJECT	-	**2.30 – Chief Executive Officer Employment and Review Policy**
ADOPTED	-	

Objective

This policy guides the way in which the Council will manage the recruitment and appointment of the Chief Executive Officer. It prescribes the process that the Council will use in fulfilling its obligations regarding the employment and remuneration of the Chief Executive Officer under the *Local Government Act 1995*.

Policy

Full Council to Conduct Process

The full Council will conduct the recruitment and appointment process, and the annual review of the Chief Executive Officer.

Secretarial Support

Secretarial support will be determined at the commencement of the recruitment, and review processes, and will support the Council by:

- Coordinating meetings of the Council
- Preparing relevant documentation, including reports to the Council and contractual documents
- Maintaining appropriate records of the recruitment and review processes.

Independent Professional Advice

The Council will engage an independent and suitably qualified recruitment consultant to support it in the recruitment and appointment of the Chief Executive Officer. The role of the recruitment consultant is to:

- manage and assist the process of selecting suitable candidates and managing interviews for the position of CEO
- provide advice on remuneration
- provide advice on contract conditions
- provide advice on a performance plan for the probation period.

A track record of successful CEO appointments will be the main criteria for appointment of the recruitment consultant.

The Shire President will be the Council's point of contact with the recruitment consultant throughout the process.

All Councillors to Participate

To ensure the integrity of the process involving the full Council it is desirable that all Councillors participate at each stage of the process. This is particularly important at the stage of interviewing candidates.

Confidentiality to be Maintained

Councillors and any other persons involved in any part of the recruitment and/or review processes are to maintain the strictest confidentiality.

A confidentiality agreement will be required to be signed by all parties to the process. A breach of the confidentiality agreement will be treated as a serious breach of the Shire of Merredin's Code of Conduct.

RECRUITMENT, SELECTION AND APPOINTMENT

Process

In conjunction with the consultant the Council will develop and agree on:

- The search and selection process and timeframe including:
  - Candidate application package, including position description and key competencies
  - A candidate identification strategy, including advertisements utilising appropriate media and possible direct approaches to potential candidates by the consultant
  - Methods of applicant evaluation
  - Process for the Council to review all applications received
  - Key considerations for short-listing candidates for interview
  - Contract negotiation process
  - Referee and due diligence checks
- Remuneration and other employment conditions consistent with the Salaries and Allowances Tribunal *Local Government Chief Executive Officers and Elected Members Determinations* issued from time to time. The employment conditions will include:
  - Contract of Employment up to five years
  - Total remuneration package, including salary, motor vehicle, housing and other benefits
  - A probationary period of six months
  - Annual review of remuneration based on performance
  - any other provisions considered appropriate
- Provisions for termination of the contract by the Council or the CEO that are based on principles of impartiality, transparency and procedural fairness

PERFORMANCE PLANNING AND REVIEW

Process

The Contract of Employment for the CEO will include provisions for reviews of performance of the CEO at least annually.

Reviews will be conducted by reference to performance criteria that are agreed between the Council and the CEO annually.

A suitably qualified, independent consultant may be appointed by the Council to assist with the annual review of performance.