



CHIEF EXECUTIVE OFFICER SELECTION PANEL

TERMS OF REFERENCE

June 2025

CHIEF EXECUTIVE OFFICER SELECTION PANEL

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1. ESTABLISHMENT

- 1.1. The Chief Executive Officer Selection Panel (referred to in these Terms of Reference as "the Panel") is established under section 41 of the Local Government Act 1999 ("the Act").
- 1.2. The Panel may be wound up at any time by resolution of the Council.

2. OBJECTIVE

- 2.1. The Panel's primary objective is to perform the functions of a selection panel pursuant to section 98 of the Act.
- 2.2. To consult with a suitably qualified independent person (Human Resource Specialist) on the assessment of applications and recommendations for the appointment of the Chief Executive Officer of Port Pirie Regional Council prior to consideration by Council.

3. DELEGATIONS

The Council has not delegated any of its powers to the Panel. All decisions of the Panel constitute recommendations to the Council.

4. MEMBERSHIP

- 4.1. The Panel will comprise three (3) members as follows:
 - 4.1.1 The Mayor, who shall be the Presiding Member of the Panel; and
 - 4.1.2 Two (2) Elected Members appointed by the Council.
- 4.2. Subject to clause 1.2 of these Terms of Reference, membership of the Panel is until a Chief Executive Officer is appointed by Council *unless* a member resigns or is otherwise incapable of continuing as a member or is removed from office by the Council.
- 4.3. The Panel may, by a vote supported by at least two (2) members of the Panel, make a recommendation to the Council to remove a member of the Panel from office where a member has failed (without the leave of the Panel) to attend three consecutive meetings of the Panel.
- 4.4. The Executive Assistant will provide administrative support to the Panel for the coordination of meetings, agendas and minutes and any other administrative duties required to assist the Panel during the recruitment process.

5. PRESIDING MEMBER

5.1. The role of the Presiding Member includes:

- 5.1.1 overseeing and facilitating the conduct of meetings in accordance with the *Local Government Act 1999* and the *Local Government (Procedures at Meetings) Regulations 2000*;
- 5.1.2 ensuring all Panel members have an opportunity to participate in discussions in an open and encouraging manner; and
- 5.1.3 where a matter has been debated significantly and no new information is being discussed to call the meeting to order and ask for the debate to be finalised and the motion to be put.

6. FUNCTIONS AND RESPONSIBILITIES

6.1. The Panel is charged with the following functions and responsibilities:

- 6.1.1 Undertake the selection process for the position of Chief Executive Officer of the Port Pirie Regional Council.
- 6.1.2 Appoint and obtain the advice of a qualified independent person (Human Resource Specialist) on the assessment of applications and the proposed recommendations to Council.
- 6.1.3 Assess applications for the position of Chief Executive Officer, the recommendation of re-advertisement or other additional steps (if necessary) and recommendations to Council regarding appointment terms and conditions and remuneration for the position of Chief Executive Officer.
- 6.1.4 Conduct an assessment process that ensures that the applicant's suitability is based on merit selection principles which take into account knowledge, skills, qualifications and experience, along with any future development that is considered against the specific requirements of the role of Chief Executive Officer and as set out in the selection criteria.
- 6.1.5 Identify and recommend to Council a suitable candidate for the position of Chief Executive Officer, ensuring that the recruitment process is fair and robust.
- 6.1.6 Any other matter which is not stipulated within these Terms of Reference but which is within the objectives of the Panel or other matters which are specifically referred by the Council to the Panel and related to the selection of the Chief Executive Officer.

7. OPERATIONAL MATTERS

7.1. The Selection Panel will act in accordance with the relevant provisions of the Act, related Regulations and Behavioural Standards.

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- 7.2. For the purposes of s41(8) of the Act, the Council's reporting and other accountability requirements are satisfied by a copy of the Panel Minutes being circulated to all Council Members and being displayed on the Port Pirie Regional Council website.
- 7.3. The Panel shall meet on such dates and at such times as the Panel and/or Chair determines.
- 7.4. The required quorum shall be half plus one of the total members appointed to the Selection Panel. A quorum must be present within 30 minutes of the scheduled start time for the meeting to proceed.
- 7.5. The Council authorises the Panel to determine if there will be a Deputy Presiding Member (to be known as the Deputy Chairperson) of the Panel and, if so, authorises, the Panel to make the appointment to that position for a term determined by the Panel.
- 7.6. If the Presiding Member of the Panel is absent from a meeting the Deputy Presiding Member (if such position exists) will preside at that meeting. If there is no position of Deputy Presiding Member then a member of the Panel will be chosen from those present and will preside at the meeting until the Presiding Member (or Deputy Presiding Member, if relevant) is present.

8. PUBLIC ACCESS TO MEETINGS

- 8.1. The Panel shall meet at the Offices of the Council located at 115 Ellen Street, Port Pirie.
- 8.2. Members of the public are able to attend all meetings of the Panel, unless prohibited by resolution of the Panel under the confidentiality provisions of Section 90 of the Act.

9. MEETING PROCEDURE

- 9.1. The meeting procedures will be in accordance with the *Local Government Act 1999*, *Local Government (Procedures at Meetings) Regulations 2013*, Council's Code of Practice for Meeting Procedures and Code of Practice for Access to Council & Committee Meetings & Documents. Where these guiding documents are silent, the Committee will consider and determine its own meeting practice, processes and procedures within the parameters of the *Local Government Act 1999*.
- 9.2. The format of the agenda for all meetings of the Panel is as set out at Schedule 1 to these Terms of Reference.

SCHEDULE 1

AGENDA FORMAT

Acknowledgement

1. Attendance
2. Confirmation of Minutes (of last meeting)
3. Business Arising from Minutes
4. Declarations of Interests
5. Reports / Items for Consideration as to Confidentiality
6. Next Meeting
7. Closure