

## Process for appointment of CEO

The CEO's submitted his resignation effective 31 December 2016. In accordance with Section 94 of the Local Government Act, Council, at its meeting on 20 December 2016 passed a resolution to advertise the CEO position.

The key responsibilities for Council in the appointment of a new CEO are in:

- Defining:
  - what a successful CEO will deliver at Nillumbik Shire Council,
  - the attributes that would enable the CEO to achieve this success, and
  - the ways of working with stakeholders that the successful CEO would be expected to demonstrate.
- Councillor's understanding their own responsibilities under the Local Government Act
- Consideration and approval of the Project Brief for the recruitment process.
- Whilst it is recommendation that a sub-committee be appointed, full Council will be involved in the Recruitment and Selection process
- Maintenance of strict confidentiality regarding candidates for the position

The key milestones in the process are:

Timing	Action
21 January	<p><b>Advertisements appear in newspapers</b></p> <ul style="list-style-type: none"> <li>• S94(3) LG Act provides for notice in a newspaper circulating generally throughout Victoria: <i>The Age</i>, <i>Financial Review</i>, Seek Executive, Linked In, LG Jobs</li> <li>• Closing 12 February 2017</li> <li>• MOD to write ad and place</li> <li>• MOD/Mayor to review PD</li> </ul>
31 January <i>Ordinary Council meeting</i>	<p><b>Council appoints sub-committee to undertake recruitment process for new CEO</b></p> <ul style="list-style-type: none"> <li>• Sub-committee advisory capacity - to make recommendations to full Council throughout process</li> </ul> <p><b>Mayor/MOD report to Council</b></p> <ul style="list-style-type: none"> <li>• Updates on progress</li> </ul>

1 <sup>st</sup> week February	<p><b>Defining CEO role</b></p> <ul style="list-style-type: none"> <li>• All Councillors review role with MOD with regard to future directions and vision for Council</li> <li>• Group Managers are also invited to meet with MOD to express their views</li> </ul>
13 February	<p><b>Initial screening of applications</b></p> <ul style="list-style-type: none"> <li>• MOD to complete first round shortlist</li> </ul>
15 or 16 February	<p><b>Meeting Sub-Committee</b></p> <ul style="list-style-type: none"> <li>• Considering applications for shortlisting</li> <li>• Approach to interviews</li> </ul>
21 February <i>via email</i>	<p><b>Council update from Sub-Committee</b></p> <ul style="list-style-type: none"> <li>• On response to the ad/search activity and interviews</li> </ul>
Weeks 27 February and 6 March	<p><b>Interview shortlisted candidates</b></p> <ul style="list-style-type: none"> <li>• Sub-committee interviews shortlisted candidates and recommends top candidates to make a formal presentation to Council.</li> <li>• Undertake reference checks on final candidates</li> <li>• MOD to undertake psychometric testing of final candidates</li> </ul>
Week 13 March <i>Additional meeting of all Councillors</i>	<p><b>Presentation of shortlisted candidates to Council</b></p> <ul style="list-style-type: none"> <li>• Sub-committee presents top candidates</li> <li>• Discuss contract provisions</li> </ul>
Weeks 20 and 27 March <i>Additional meeting(s) of all Councillors</i>	<p><b>Final interviews</b></p> <ul style="list-style-type: none"> <li>• Full Council meets with the top candidates who present on a topic followed by a question and answer session.</li> <li>• Full Council nominate preferred candidate</li> </ul>
Week 3 April	<p><b>Checks</b></p> <ul style="list-style-type: none"> <li>• MOD undertakes police checks</li> </ul>

<p>Special meeting in week 10 or 18 April</p> <p><i>Note: Good Friday 14 April and Easter Monday 17 April</i></p>	<p><b>Formal Council meeting</b></p> <ul style="list-style-type: none"> <li>• Full Council resolves to appoint new CEO and outlines terms and conditions</li> <li>• Authorises Mayor to finalise negotiations with successful candidate</li> <li>• The finalised contract of employment is sealed by Council upon acceptance of offer</li> <li>• Confirmation of CEO starting date</li> </ul>
	<p><b>New CEO commences</b></p> <ul style="list-style-type: none"> <li>• Mayor/MOD induct CEO</li> <li>• Full council reviews expectations with CEO with regard to future directions and vision for Council</li> <li>• Within one month of commencement, full council to establish performance targets including the identification of key areas of focus/priorities for the coming year, in consultation with the new CEO. Also agree on process for ongoing performance management</li> <li>• Performance reviews will continue in line with contractual obligations with informal reviews being undertaken more regularly with the Mayor</li> </ul>

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