



CEO Recruitment POLICY

Policy Version 1.0

Category: Statutory/Legislative

Adopted: February 2026



CEO Recruitment Policy

Purpose

This Policy establishes an equitable, transparent, and merit-based framework for recruiting and appointing the Chief Executive Officer (CEO), consistent with the Council's responsibilities under the *Local Government Act 2009* (the Act).

In accordance with section 194(1) of the *Local Government Act 2009* a local government must appoint a qualified person to be its Chief Executive Officer.

Scope

This Policy applies to:

- the Mayor and Councillors;
- any Council-appointed **CEO Recruitment Committee/Panel**;
- Council officers who provide administrative, governance, HR or legal support to the process; and
- any engaged external recruitment facilitator.

Definitions

Term	Definition
Candidates	means applicants who have applied for the role of CEO when advertised
CEO	means the Chief Executive Officer of Winton Shire Council (acting or permanent)
Councillor	means the elected representatives of Winton Shire Council, including the Mayor and Deputy Mayor
Recruitment Facilitator	means the agency/person appointed by Council to manage the CEO recruitment process
Recruitment Panel	means the Panel appointed by resolution of Council to oversee the recruitment process and recommend preferred candidate(s) to Council

4. Policy Principles

Council will ensure CEO recruitment is conducted on the basis of:

4.1 Merit and capability

Selection will be based on the candidate's ability, experience, knowledge and skills that Council considers appropriate for the CEO role, having regard to the CEO responsibilities under the Act.



4.2 Fairness and equity

A consistent, evidence-based selection process will be used, including consistent assessment criteria and structured decision-making.

4.3 Integrity and probity

The process will include conflict-of-interest declarations, confidentiality requirements and independent advice/oversight.

4.4 Confidentiality

CEO recruitment information will be treated as confidential and managed accordingly (including during Council deliberations).

4.5 Transparency and accountability

Council decisions (including establishment of a recruitment panel and final appointment) will be made by Council resolution, with clear governance records (while protecting candidate privacy).

5. Roles and responsibilities

5.1 Council (Councillors as the employer of the CEO)

Council is responsible for:

- appointing a qualified person as CEO;
- ensuring the CEO enters a written contract of employment;
- setting performance standards and confirming CEO employment conditions (including remuneration) in the contract; and
- appointing an acting CEO if required.

Local Government Act 2009 provisions -

Section 194 Appointing a chief executive officer

(1) A local government must appoint a qualified person to be its chief executive officer.

(2) A person is qualified to be the chief executive officer if the person has the ability, experience, knowledge and skills that the local government considers appropriate, having regard to the responsibilities of a chief executive officer.

(3) A person who is appointed as the chief executive officer must enter into a written contract of employment with the local government.

(4) The contract of employment must provide for—

(a) the chief executive officer to meet performance standards set by the local government; and

(b) the chief executive officer's conditions of employment (including remuneration).

Section 195 Appointing an acting chief executive officer

A local government may appoint a qualified person to act as the chief executive officer during—



(a) any vacancy, or all vacancies, in the position; or

(b) any period, or all periods, when the chief executive officer is absent from duty or can not, for another reason, perform the chief executive officer's responsibilities

5.2 Mayor

The Mayor will lead the process on behalf of Council in accordance with Council resolutions and will chair the CEO Recruitment Panel.

5.3 CEO Recruitment Panel

Council will establish a CEO Recruitment Panel by resolution to oversee the recruitment process and recommend preferred candidate(s) to Council. Recruitment panel membership should:

- be Councillors nominated by Council resolution and must include the Mayor as the Panel Chair; and
- include an independent external person experienced in local government CEO recruitment and/or CEO roles.

5.4 External recruitment facilitator

Where engaged, the external recruitment facilitator will support process design, candidate sourcing, assessment methodology, and confidentiality management. The facilitator is a non-voting member of the recruitment panel.

5.5 Governance/HR support

The Executive Manager Corporate Services will provide administrative support, records management, and ensure process compliance with this Policy and relevant Council procedures—without influencing councillor decision-making.

6. Recruitment process requirements (minimum standard)

Council will ensure the following steps occur as a minimum standard for CEO recruitment:

6.1 Trigger and interim arrangements

- Council notes the vacancy/impending vacancy and determines whether an acting CEO appointment is required during the recruitment period.

6.2 Establish governance for the process

- Council resolves to establish a CEO Recruitment Panel (membership, chair, quorum, reporting).
- All committee/panel members sign confidentiality and conflict-of-interest declarations.
- Members undertake process briefing/training as required.

6.3 Define the role and assessment framework

- Approve position description, capability/success profile, key selection criteria, and the assessment approach.
- Define proposed contract parameters, noting the Act requires the contract to include performance standards and employment conditions (including remuneration).



6.4 Market approach and advertising

- Determine advertising strategy and whether to undertake executive search including the appointment of an external recruitment facilitator.

6.5 Selection activities (merit-based)

Selection must, at minimum, include:

- documented shortlisting against approved criteria;
- structured interviews (with consistent questions and scoring);
- referee checks; and
- appropriate pre-employment checks (work rights, qualification/credential verification and any other checks Council determines are necessary for the role).

6.6 Recommendation to Council

- The recruitment panel provides Council with a report recommending the preferred candidate, including evidence against criteria and recommended contract parameters.

6.7 Appointment and contract finalisation

- Council appoints the CEO (by resolution) and ensures a written contract is executed, meeting the Act's requirements on performance standards and employment conditions (including remuneration).
- Council may authorise the Mayor (and nominee councillor(s)) to negotiate/finalise contract terms within Council-approved parameters.
- Public announcement occurs only after written acceptance.

7. Records management, privacy and confidentiality

- All recruitment records are secure, access-controlled and retained in accordance with Council's records management requirements.
- Candidate personal information is managed consistent with privacy obligations and only used for recruitment purposes.
- Councillors and panel members must not disclose candidate names, deliberations, or materials.

8. Post-appointment onboarding linkage

As the CEO contract must include performance standards, Council will ensure an initial performance framework is established for the first 90 to 100 days, that explicitly links recruitment/onboarding to CEO performance systems.

Communication

This Policy will be communicated to Councillors and Winton Shire Council employees and an external recruitment facilitator appointed in accordance with Council's policies.

Related Council Documentation

- Winton Shire Council Employee Code of Conduct



- Winton Shire Council Councillor Code of Conduct
- Winton Shire Council Recruitment Policy
- Winton Shire Council Policy Development Framework
- Winton Shire Council Conflict of Interest Policy
- Winton Shire Council Privacy and Confidentiality Policy

Legislation, recognised Authorities and other sources

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Public Sector Ethics Act 1994*
- *Human Rights Act 2019*
- *Anti-Discrimination Act 1991*
- *Information Privacy Act 2009*

Review of Policy

This policy will be reviewed in 2 years or as otherwise required. Review will be by resolution of an Ordinary Meeting of Council.

Record of amendments and adoptions

Date	Version	Reason for amendment	Date adopted by Council & Resolution Number
19/02/2026	1.0	New Policy	19/2/2026 Res # 2026/34

