City of
Kalamunda

Process and Timeline for CEO Recruitment	
Timeframe	**Action**
31 October 2023 Special Council Meeting	Establish Selection Panel members and Independent Person Endorses preferred supplier for HR Consultancy Services
Timeframe	**Action**
7 November 2023	Selection Panel meet with HR Consultant Finalise the qualifications, position description, selection criteria & job advertisement Establish Performance Measures (Annual KPIs) Selection Panel approves interview questions and presentation topic
Timeframe	**Action**
8 to 30 November 2023	HR Consultant undertakes executive search by: • Conducting preliminary assessment to create appropriate shortlist • Provide Selection Panel with shortlisted candidate's applications • Prepare selection summary assessments • Assist Selection Panel with building the interview questions and choosing presentation topic • Assist with preparation of employment contract • Coordinate interviews
Timeframe	**Action**
December 2023	Selection Panel and Council conduct interviews Establish preferred candidate through the selection summary assessment process Council approves the Contract of Employment by Absolute Majority HR Consultant begins negotiations with preferred candidate on salary, terms & conditions and Performance Measures (KPIs) HR Consultant conducts background check inclusive of psychometric testing, verification of qualifications, work history, financial background, reference checks and police clearance HR Consultant prepares and provides the employment contract Selection makes a recommendation to Council to appoint preferred candidate with an Absolute Majority required to authorise the Offer of Employment Preferred candidate appointed to the position of CEO

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Roles & Responsibilities for CEO Recruitment Process	
Role	**Responsibilities**
Council	Discuss and agree to process of recruiting & appointment of CEO
	Discuss & agree on Selection Panel members
	Discuss & agree on Independent Person
	Formally approach Independent Person
	Endorse the appointment of the preferred Independent HR Consultant
	Attend shortlisted candidate interviews & presentations
	Assess candidates using summary assessment
	Approve, by absolute majority, the person and employment contract to be offered
Selection Panel	Conduct & facilitate the recruitment & selection process
	Identify the qualifications, candidate profile and selection criteria
	Establish Performance Measures (Annual KPIs)
	Liaise with Independent Person
	Liaise with HR Consultant
	Review shortlisted candidates
	Attend shortlisted candidate interviews & presentations
HR Consultant	Provide advice to the selection panel on conducting the recruitment process
	Review Position Description
	Development of selection criteria
	Develop assessment methods in relation to selection criteria
	Draft and post job advert
	Conduct executive search
	Conduct preliminary assessment to create appropriate shortlist
	Advice and draft interview questions and presentation topic
	Coordinate interviews
	Prepare selection summary assessments
	Conduct background check inclusive of verification of qualifications, work history, financial background, reference checks and police clearance
	Assist with preparation of employment contract
	Assist negotiations with preferred candidate
People Services	Conduct request for quote procurement
	Undertake criteria assessment and recommend preferred supplier
	Notify successful vendor and provide relevant contact information