

Terms of Reference

Committee:	Chief Executive Officer Selection Committee	
Responsible Directorate:	Corporate Strategy and Performance	Version: ADOPTED

1. INTRODUCTION

- 1.1. The CEO Selection Committee (the Committee) is established under the powers given in Section 5.8 of the *Local Government Act 1995* (the Act) for the purpose of assisting the Council to fulfil its functions under Section 5.36(2) of the Act, in accordance with the City of Busselton CEO Recruitment, Performance Review and Termination Standards (CEO Standards).
- 1.2. The Committee will act for and on behalf of the Council in accordance with the provisions of the Act, associated regulations, local laws and policies of the City of Busselton, and this Terms of Reference.

2. OBJECTIVE

- 2.1. The objective of the Committee is to assist the Council in the recruitment and selection of applicant/s for the position of CEO.
- 2.2. The Committee has the following specific duties and responsibilities:
 - a. to assess, or consider an assessment done on its behalf, of applicants' knowledge, experience, qualifications and skills against the CEO selection criteria established by the Council;
 - b. to determine a longlist and / or shortlist of applicants for interview;
 - c. to interview selected applicants for the purpose of assessing their suitability for the position of CEO;
 - d. to verify or ensure any academic or other tertiary level qualifications an applicant/s claims to hold are verified;
 - e. to verify or ensure the applicants character, work history, skills and performance claims of an applicant/s are verified;
 - f. to provide a recommendation to Council on the applicant/s that are considered suitable to be employed in the position of CEO.
 - g. to work in conjunction with any independent consultant engaged to assist with the recruitment and selection process.

2. MEMBERSHIP

- 2.1. Committee membership will consist of four elected members and one independent person.
- 2.2. Council will appoint one elected member as a deputy member of the Committee.
- 2.3. The membership of a member may be ceased in accordance with the Act.
- 2.4. Members must always act
 - a. in an impartial and transparent manner and
 - b. in accordance with the principles set out in section 5.40 of the Act.

- 2.5. All members must adhere to the Code of Conduct for Council Members, Committee Members and Candidates and must promptly disclose all interests.

3. PRESIDING MEMBER

- 3.1. The Council will appoint a Presiding Member and Deputy Presiding Member.

4. MEETINGS

- 4.1. The Committee will hold formal Committee meetings as required. The Committee members may also meet outside of formal Committee meetings to undertake functions which inform their decision making e.g. interviews, assessments, verification checks.
- 4.2. Notice of Committee meetings will be given to members at least 48 hours prior to each meeting, with the agenda papers to be provided to members not less than 24 hours prior to the meeting.
- 4.3. The Presiding Member will ensure that minutes of all Committee meetings are kept in accordance with the Act and Part 14 of the Local Law.
- 4.4. The Committee will report to Council in accordance with clause 2.10 of the *City of Busselton Standing Orders Local Law 2018* (Local Law).
- 4.5. Committee recommendations to the Council will be placed on the agenda of the next practicable ordinary Council meeting, or as required, the agenda of a relevant Special Council meeting.

5. QUORUM

- 5.1. The quorum for a Committee meeting will be at least 50% of the number of offices of membership, whether vacant or not.

6. DELEGATED POWERS

- 6.1. The Committee does not have any delegated powers pursuant to section 5.17 of the Act.
- 6.2. Committee recommendations will not be binding on Council and must be endorsed by Council to take effect.

7. APPROVAL

Council Adoption	DATE	12 November 2025	Resolution #	
Previous Adoption	DATE	N/A	Resolution #	N/A