

Terms of Reference

Committee: CEO Selection Committee

Responsible Directorate: Finance and Corporate Services

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).
- 1.2. The Committee is established 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).
- 1.3. The Committee shall act for and on behalf of Council in accordance with the provisions of the Act, associated regulations, local laws and policies of the City of Busselton, and these Terms of Reference.

2. OBJECTIVE

- 2.1. The objective of the Committee is to assist Council in the recruitment and selection of applicant/s for the position of CEO.
- 2.2. The following specific duties and responsibilities have been given to the Committee in order to facilitate the achievement of its objectives:
 - a. to assess, or consider an assessment done on its behalf of applicants' knowledge, experience, qualifications and skills against the selection criteria established by the Council;
 - b. to determine a 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 candidate/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. The Council shall appoint:
 - a. four elected members to the Committee; and
 - b. at least 1 independent person in accordance with the CEO Standards.
- 2.2. Council shall appoint one elected member as a deputy member of the Committee.
- 2.3. Membership of the Committee shall, unless determined otherwise, cease on the day of the next ordinary Council election.

- 2.4. The membership of a member may be ceased in accordance with the Act.
- 2.5. Members must at all times act
 - a. in an impartial and transparent manner and
 - b. in accordance with the principles set out in section 5.40 of the Act.
- 2.6. All members must adhere to the Code of Conduct for Council Members, Committee Members and Candidates and must promptly disclose all impartiality interests.

3. PRESIDING MEMBER

- 3.1. The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business.

4. MEETINGS

- 4.1. The Committee shall 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 shall 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. All members shall have one vote at a Committee meeting. If the vote of the members present is equally divided, the Presiding Member shall cast a second vote.
- 4.4. The Presiding Member shall ensure that minutes of all Committee meetings are kept in accordance with the Act and Part 14 of the Local Law.
- 4.5. The Committee shall report to Council in accordance with clause 2.10 of the *City of Busselton Standing Orders Local Law 2018 (Local Law)*.
- 4.6. Committee recommendations to 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 shall 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 shall not be binding on Council and must be endorsed by Council to take effect.

7. EVALUATION OF COMMITTEE'S EFFECTIVENESS

- 7.1. At the meeting of the Committee prior to the ordinary Council elections, the Committee shall undertake a review to evaluate its effectiveness, and as a guide the following should be determined:
 - a. are the Committee's purpose and objectives being met?
 - b. should the purpose and objectives be amended?
 - c. is the Committee functioning effectively and as per the requirements of the Act?
 - d. are the Committee members regularly attending meetings?
 - e. review the Terms of Reference, including membership.

8. APPROVAL

Council Adoption	DATE	7 September 2022	Resolution #	C2209/220
Previous Adoption	DATE	N/A	Resolution #	N/A