Chief Executive Officer Recruitment & Selection Committee

Purpose

The CEO Recruitment and Selection Committee is to be an interim Committee for the life of the CEO recruitment and selection processes.

The CEO Recruitment and Selection Committee will coordinate the end-to-end recruitment process, including working with an Executive Search consultancy as required to advertise for and search and select appropriate candidates.

Membership

1. The membership of the committee shall comprise the Mayor and one Councillor from each ward.
2. The Committee must comprise of at least one independent person.
3. The CEO Recruitment and Selection Committee is to source independent advice from a human resources consultant, independent of the City (commonly an Executive Search & Recruitment company).
4. The term of the presiding member and committee members will expire immediately following the appointment of a permanent CEO.
5. The presiding member shall be the Mayor.
6. Should the elected presiding member not be present during a meeting of the committee then a temporary presiding member shall be elected from amongst the members of the committee.
7. If a vacancy on the committee occurs for whatever reason, then Council shall appoint a replacement in accordance with the same arrangements as for the original appointment.

Operation

1. The Committee will operate in accordance with Local Government (Administration) Amendment Regulations 2021 and Guidelines for Local Government CEO Recruitment and Selection (effective 3 February 2021).
2. In the interests of professionalism for all parties and the reputation of the City, matters discussed and information relating to executive search companies that are commercial in confidence or relating to applicants and their details will be treated in the strictest confidence.
3. All selection panel members, Councillors, staff and the Executive Search & Recruitment Company dealing with the CEO recruitment and selection processes are to sign a confidentiality agreement.

Meetings

1. The CEO Recruitment & Selection Committee meetings will operate under the Councils Standing Orders of Local Law.

2. The quorum for a meeting will be 50% of the offices of the Chief Executive Officer's Recruitment & Selection Committee as per section 5.19 of the Local Government Act 1995.

Administrative Support

An administrator to the Committee will be appointed by the CEO or Acting CEO. The Administrator's responsibility is to serve as a secretariat to the Committee by preparing agendas and minutes and ensuring timely distribution to all members; to ensure that meetings are effectively organised and recorded and to provide administrative and governance support for the purposes of the Committee.

Reporting

The CEO Recruitment and Selection Committee will report back to Council at important points in the process as approved by Council and enable Council to make the final decision regarding selection and appointment of the interim CEO and the long-term CEO.