

CEO RECRUITMENT COMMITTEE

TERMS OF REFERENCE

(1) Function:

The Chief Executive Recruitment Committee's role is to:

- (a) Establish and maintain sound governance structures; and
- (b) Provide strong, accountable leadership supported by a skilled and professional workforce.

(2) It will achieve this by:

- (a) Working with the appointed consultant;
- (b) Facilitate the preparation of, and approve, the position description for the role of Chief Executive Officer;
- (c) Facilitate the preparation of the advertisement;
- (d) Setting the salary and conditions;
- (e) Approving the Candidate Application Package;
- (f) Review the short listed applicants as recommended by the consultant for presentation to Council;
- (g) Interviewing short listed applicants; and
- (h) Facilitate the interview of preferred candidates by full Council.

(3) Chairperson: Mayor

(4) Membership: The Mayor and three elected members

(5) Meeting Schedule: As required

(6) Meeting Location: Council Chambers

(7) Executive Support: Current Chief Executive Officer Mr G Foster.

(8) Delegated Authority: None

Meetings are to be conducted in accordance with the City of Albany Standing Orders Local Law 2014 (amended), and the *Local Government (Administration) Regulations 1996*.

The content of the minutes is to be in compliance with Regulation 11 of the *Local Government (Administration) Regulations 1996*.