

# CEO SELECTION PANEL

## TERMS OF REFERENCE

KEY FOCUS AREA LEADERSHIP AND GOVERNANCE

### PURPOSE

The purpose of the CEO Selection Panel (**the Panel**) is to conduct the recruitment and selection process for a CEO in accordance with the principles of merit, equity and transparency and consistent with the Model Standards for CEO Recruitment, Performance and Termination (**Model Standards**).

### ROLE

The role of the Panel is to work in conjunction with the Council appointed recruitment consultant to:

- (a) Finalise a CEO Position Description and Selection Criteria.
- (b) Review all applicants and determine a shortlist of applicants for interview.
- (c) Interview selected applicants for the purpose of assessing their suitability for the position of CEO.
- (d) Review and consider all reports from the recruiter including verification of the preferred applicant's work history, qualifications, referees and claims made in their application.
- (e) Provide a recommendation to Council on the preferred candidate for the position of CEO.

### MEMBERSHIP

1. Members shall be appointed to the Panel by Council resolution. The Panel is to be comprised of:
  - (a) The Mayor;
  - (b) Three (3) Council Members appointed by Council; and
  - (c) One (1) Independent Member appointed by Council.
2. All Panel members will have equal voting rights, and the recruitment consultant will also have a vote.
3. Panel recommendations shall not be binding on Council and must be endorsed by Council to take effect.
4. The Panel will receive administrative support from the recruitment consultant appointed by Council. The Panel can request assistance from the Town's Governance Team.
5. The recruitment consultant is tasked with chairing meetings, keeping meeting notes and records as appropriate and required by law.
6. Appointment to the Panel will conclude on appointment of the CEO unless a panel member is no longer a member of council.
7. Panel members who are not re-elected will be replaced by resolution of Council.
8. All members must adhere to the Code of Conduct for Council Members, Committee Members and Candidates and must promptly disclose all impartiality interests or conflicts of interest
9. Members are required to treat any information relating to the CEO Selection Panel and process as strictly confidential and are required to sign a Confidentiality Agreement.

#### Document Control Box

Version #	Decision Reference:	Date:	Reference:
1.	Adopted	26 August 2025	