

**TERMS OF REFERENCE  
SHIRE OF NORTHAM CHIEF EXECUTIVE OFFICER REVIEW AND  
SELECTION COMMITTEE**

**1. Objectives of the Shire of Northam Chief Executive Officer Review and Selection Committee**

The primary objective of the Shire of Northam CEO Review and Selection Committee is to make recommendations to Council on:

- The review of the Chief Executive Officer's salary and performance;
- Employment of the Chief Executive Officer;
- Other matters referred by Council.

**2. Powers of the Shire of Northam Chief Executive Officer Review and Selection Committee**

The committee is a formally appointed committee of Council and is responsible to that body. The committee does not have executive powers or authority to implement actions in areas over which the Chief Executive Officer has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.

The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the Chief Executive Officer.

**3. Membership**

The committee shall consist of elected members only, being:

- Shire President
- Deputy Shire President
- Three (3) Elected Members

All members have full voting rights.

**4. Meetings**

The committee shall meet as and when required.

Additional meetings shall be convened at the discretion of the presiding member.

**5. Reporting**

Minutes and recommendations of each committee meeting shall be presented to the next Ordinary Meeting of the Council.

## **6. Duties and Responsibilities**

The duties and responsibilities of the Committee will be to make recommendations to Council in regard to:-

- Making recommendations to Council on the CEO recruitment process and hiring of the preferred candidate, when required.
- Approval of Annual and Long Service Leave for the Chief Executive Officer when in excess of 6 weeks.
- Appointment of a Temporary/Acting Chief Executive Officer when in excess of 6 weeks or when required.
- Managing CEO Review Process; and
- Making recommendations to Council in regards to CEO Performance and Remuneration.

## **7. Tenure of Membership**

Shall be in accordance with the Local Government Act, section 5.11, i.e. until the next scheduled local government Ordinary Elections.

## **8. Committee**

### **8.1 Presiding Member**

The members shall appoint the Presiding Member.

### **8.2 Secretary**

Available on request.

### **8.3 Quorum**

The quorum at any meeting shall be half plus one of the number of offices. Therefore the number for a Quorum shall be 3 voting members.

### **8.4 Voting**

Shall be in accordance with the Local Government Act, Section 5.21.

### **8.5 Minutes**

Shall be in accordance with the Local Government Act, Section 5.22.

### **8.6 Who Acts If No Presiding Member**

Shall be in accordance with the Local Government Act, Section 5.14.

### **8.7 Meetings**

Meetings shall NOT be open to the public pursuant to Section 5.23 of the Local Government Act.

### **8.8 Members Interests to be disclosed**

Members of the Committee are bound by the provisions of the Local Government Act Section 5.65 with respect to disclosure of financial, impartiality or proximity interests.

### **8.9 Code of Conduct**

Members of the committee are bound by Council's Code of Conduct.