

## **Chief Executive Review and Performance Committee**

<b>Reports to:</b>	Council
<b>Chairperson:</b>	Mayor
<b>Deputy Chairperson</b>	Deputy Mayor
<b>Membership:</b>	The Mayor, Deputy Mayor and One Councillor
<b>Meeting Frequency:</b>	Annually as required

### **Purpose**

The Chief Executive Review and Performance Committee is responsible for:

1. Acting for and advising Council on matters pertaining to the employment and performance of the Council's Chief Executive Officer.

### **Terms of Reference:**

1. To develop and consult with Council annually on performance targets and key performance indicators for the Chief Executive, including associated methods of measurement and processes of judgement.
2. To negotiate annually with the Chief Executive performance targets and key performance indicators including associated methods of measurement and processes of judgement.
3. To conduct an annual review of the Chief Executive's performance and remuneration in accordance with the agreed processes, in April/May of each year or such other time as agreed with the Chief Executive.
4. To develop and consult with Council, appropriate amendments or adjustments to the terms and conditions of employment and the remuneration of the Chief Executive arising from the annual review.
5. To negotiate and determine any agreed amendments or adjustments to the terms and conditions of employment and the remuneration with the Chief Executive annually.
6. To develop and agree with the Chief Executive, an annual development plan to address any training needs or preferences.

7. To meet with the Chief Executive at least once each year to discuss progress on performance targets and key result areas and the agreed personal development plan and negotiate any revision or change as is considered necessary.
8. To consider and advise Council on all matters relevant to the employment of the Council's Chief Executive.
9. To represent Council in regard to any issues which may arise in respect of the Chief Executive's job description, agreement, performance objectives, or other similar matters
10. To conduct and complete a review of employment under clause 35 schedule 7 Local Government Act 2002 and make a recommendation to Council as to continued appointment or vacancy under clause 34 schedule 7 Local Government Act 2002.

**The Committee is delegated the following powers to act:**

- To make all decisions necessary to fulfil the role and scope of the committee subject to the limitations imposed.
- To negotiate and recommend to Council on performance agreement measures and annual remuneration.
- To engage external advisors where required in order to fulfil its responsibilities.

**The Committee is delegated the following recommendatory powers:**

- The Committee may make recommendations to Council.

**Special Notes:**

- The Chief Executive Review and Performance Committee is not delegated authority to:
  - Approve the Chief Executive's annual remuneration; or
  - Appoint the Chief Executive.
  - Set the Chief Executive's Key Performance Indicators (KPI's)