



TERMS OF REFERENCE FOR THE CHIEF EXECUTIVE'S REVIEW COMMITTEE

Title	Chief Executive's Review Committee
Authorising Body	Mayor/Council
Status	Standing Committee
Quorum	Chair plus 2 members
Adopted by Council	24 November 2022
Administrative Support	Chief Executive Office

Role of the Chief Executive's Committee

Committee employs the Chief Executive, who in turn employs and manages Council staff. Council, therefore, has a responsibility to set and monitor the performance of the Chief Executive.

Membership

The Chief Executive Review Committee will comprise of the following:

- Her Worship the Mayor (Chair)
- Deputy Mayor Cassin
- Cr Gillett
- Cr Neale

Quorum

The quorum at any meeting of the Subcommittee shall be the Chairperson and any two members.

Frequency of Meetings

The Chief Executive's Review Committee shall meet at least twice per year but may convene more frequently as required.

Conduct of Affairs

The Committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, and Local Authorities (Members' Interests) Act 1968, Council's Standing Orders, and Code of Conduct.

Committees Responsibilities

The Committee's responsibilities are described below:

Performance of the Chief Executive

- Review the Chief Executive's performance as required in the employment agreement between the Council and the Chief Executive.
- Annually consider the Chief Executive's remuneration.
- Supervise any recruitment and selection process for a Chief Executive.
- Consider any issues regarding the employment of the Chief Executive.
- The Committee may procure independent specialist advice to assist with the relationship and oversight of the Chief Executive's performance in accordance with Council's procurement policy and processes.

Delegations of the Committee:

- Approving the employment agreement between the local authority and the Chief Executive and setting key performance indicators in a performance agreement.
- Working with the Chief Executive on the implementation of the performance agreement.
- Conducting any performance reviews required by the performance agreement.
- Making decisions about the remuneration of the Chief Executive.
- Conducting any statutory performance reviews under clause 35 and 35 of Schedule of the Act.
- Deciding any other issues that may arise in the relation to the employment or performance of the Chief Executive.
- Fulfilling the local authority's contractual obligations to the Chief Executive.
- Approving any legal representation on performance-related issues or defamation proceedings as directed by the full Council.
- Disciplinary or performance issues that may need to be addressed/investigated relating to the Chief Executive.

Minutes of meetings:

The Committee shall record minutes of all its proceedings.

Adopted by Council – 24 November 2022

Updated 26.06.23 to reflect change in membership of Committee as adopted by Council.