

Chief Executive's Performance Review Committee

Reports to:	Council
Chairperson:	Cr Duncan
Membership:	Mayor Tripe, Crs Joblin, Chandulal-Mackay, and Brown
Meeting frequency:	As required, at least 3 times each calendar year.
Quorum:	Majority (half+1) of members (including vacancies)

Purpose

The Chief Executive's Performance Review Committee has the responsibility, on behalf of the Council, to undertake the Chief Executive's performance review and make recommendations to Council on matters relating to the employment of the Chief Executive.

The Chief Executive's Performance Review Committee has the following Terms of Reference and is delegated the following powers:

- To undertake any recruitment and selection process for a Chief Executive (but see **Note** below).
- To agree with the Chief Executive his or her annual performance objectives.
- To review progress against the annual performance objectives, provide feedback, ongoing monitoring and agree to any modifications to the annual performance objectives with the Chief Executive.
- To conduct the performance review required in the employment agreement between the Council and the Chief Executive.
- To undertake the annual remuneration review and make recommendations to Council regarding the Chief Executive's remuneration.
- To represent the Council in regard to any issues which may arise in respect to the Chief Executive's job description, agreement, performance objectives or other similar matters (including disciplinary or performance issues).
- 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.

Note:

- *The decision to appoint or dismiss the Chief Executive must be made by Council.*

Independent Support

The Committee can be supported by an independent consultant, mutually agreed by the Council and the Chief Executive. The independent consultant will attend all the committee meetings but will not have any voting rights.