



Chief Executive Officer Review Committee

TERMS OF REFERENCE

Version Control:

Version 1.0	Adopted by Council	March 2020
Version 2.0	Annual Review by Council	September 2021
Version 3.0	Annual Review by Council	August 2022

CEO Review Committee

1 Title and Objectives

- 1.1 The Chief Executive Officer (CEO) Review Committee (referred to in these Terms of Reference as 'the Committee') is established pursuant to Section 41 (and for the purposes of Section 126) of the Local Government Act 1999 ('the Act').
- 1.2 The Committee may be wound up at any time by resolution of the Council.

2. Functions

The Committee will:

- 2.1 Develop a Performance Plan for the CEO with agreed performance indicators and objectives aligned with the Community Plan and the Four Year Business Plan
- 2.2 Monitor the performance of the CEO against their contract of employment, position description and Performance Plan and provide regular feedback
- 2.3 In accordance with legislation, appoint a qualified independent advisor to assist with the CEO performance appraisal process
- 2.4 Facilitate, with the support of the qualified independent advisor, regular performance discussions with the CEO and provide opportunities for positive interaction between the CEO and Council
- 2.5 Conduct the CEO's annual performance and remuneration reviews using a formal performance appraisal methodology that is agreed between Council, the CEO and the qualified independent advisor
- 2.6 Determine any increase in the CEO's TEC Package in accordance with Clause 11 of the CEO's Employment Agreement
- 2.7 Receive reports from the CEO regarding the performance of the organisation and provide feedback to the CEO on the performance of each Executive of Council
- 2.8 Manage the recruitment and selection when a permanent vacancy occurs
- 2.9 Determine any amendments to the CEO's employment arrangements

3. **Membership**

- 3.1 The Committee shall consist of the full Council
- 3.2 The Mayor will hold the position of Chair of the Committee
- 3.3 The Deputy Mayor will hold the position of Deputy Chair of the Committee
- 3.4 The Chief Executive Officer shall attend the meeting and be responsible for the preparation of papers for the Committee
- 3.5 All members of the Committee will hold office for the term of the Council
- 3.6 The Committee shall be reestablished after each Council periodic election

5. **Authority**

- 5.1 The Committee, comprising the full Council, has executive powers and authority to implement any actions that fall within the Functions of the Committee

6. **Meetings**

- 6.1 All meetings of the Committee will be held in accordance with the Act (and relevant Regulations) and the District Council of Robe's Code of Practice for Meeting Procedures and Code of Practice for Access to Meetings & Documents
- 6.2 The Committee shall meet twice a financial year at a minimum on such dates and at such times as the Committee determines and otherwise as determined by the Committee
- 6.3 A notice of meetings shall be provided to each Committee Member and public notification made pursuant to s 87 of the LGA Act 1999
- 6.4 The meeting agenda shall be published in the format prescribed by Council pursuant to s 88 of the LGA Act 1999
- 6.5 Minutes of meetings shall be kept and published in the format prescribed by Council pursuant to s 91 of the LGA Act 1999
 - 6.5.1 Meeting minutes shall be distributed to committee members within five working days of the meeting
 - 6.5.2 Meeting minutes will be reported to the following meeting of the Committee

7. Quorum

- 7.1 A quorum shall be determined by dividing the total number of members of the committee by two (ignoring any fractions) and adding one

8. Committee Performance Review

- 8.1 The Committee shall meet at the Offices of the Council located at Royal Circus, Robe
- 8.2 Members of the public are able to attend all meetings of the Committee, unless prohibited by resolution of the Committee under the confidentiality provisions of section 90 of the Act

9. Committee Performance Review

- 9.1 The Committee shall, at least once a year, review its own performance and terms of reference to ensure it is operating at maximum effectiveness and make changes it considers necessary

10. Review of Terms of Reference

- 10.1 In addition to the requirements of Clause 9 the Committee may review the Terms of Reference from time to time and at any time