

CHIEF EXECUTIVE OFFICER PERFORMANCE APPRAISAL COMMITTEE

TERMS OF REFERENCE
1250.001.E.R

1 PURPOSE

The Chief Executive Officer Performance Appraisal Committee is an Executive Committee of Council established to conduct performance appraisals of the Chief Executive Officer.

2 SCOPE

The Chief Executive Officer Performance Appraisal Committee operates to monitor the performance of the Chief Executive Officer and report to Council.

3 AUTHORITY / DELEGATION

The Chief Executive Officer Performance Appraisal committee is an Executive Committee to Council. Pursuant to Council decision ORDXXX/21, the Committee has the following delegations

THAT Council, pursuant to Section 40 of the Local Government Act 2019 delegates to the Chief Executive Officer's Performance Appraisal Committee the power to:

- (a) *conduct and finalise a performance evaluation and review of the Council's Chief Executive Officer; and*

any other powers and functions delegated to it under its Terms of Reference from time to time.

The Committee must present the outcome of the performance appraisal to Council for endorsement.

4 FUNCTIONS

The functions of the Chief Executive Officer Performance Appraisal Committee are to:

- a) Conduct and finalise the performance appraisal of the Chief Executive Officer and provide a report to Council.

5 MEMBERSHIP

Membership will consist of the Lord Mayor as Chair of the Committee, four (4) Council Members and in Independent facilitator.

The independent facilitator will prepare and oversee the performance appraisal process.

The Term of Membership for Community members is one year from July to June.

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5.1 CHAIR

The chair of the committee will be the Lord Mayor.

The Committee Chair is responsible for:

- Ensuring the good conduct of meetings in accordance with the role and functions of the Committee; and
- Ensuring that the Committee's recommendations and actions are in line with the Terms of Reference.

The Committee Chair may be called upon to represent the Committee to Council.

The committee may appoint a Deputy Chair for the purposes of chairing a meeting if the Chair is not present or at a meeting as required.

6 MEETINGS

6.1 FREQUENCY AND LOCATION

Subject to direction by Council, the Committee will set its meeting schedule the calendar year prior.

The Committee will meet at least four (4) times per year and no more than eight (8) times annually, between February and November.

Time and location of meetings is to be determined by the Committee.

Special meetings can be convened by the Chief Executive Officer on the request of the Chair, or a majority of committee members. The Chief Executive Officer will then issue a Notice of Meeting with the time, date and location of the meeting, and the items to be discussed at the special meeting.

6.2 VOTING

A resolution of the committee will be passed by a majority vote. A majority vote is half plus 1 of the members present at the meeting

The chair must exercise, in the event of an equality of votes, a second or casting vote.

7 CODE OF CONDUCT

All members are accountable to the *Local Government Act 2019* Code of Conduct, Schedule 1. This includes the requirement to declare gifts and/or benefits.

8 CONFLICT OF INTEREST

On appointment to a Committee, all members must identify if there are any conflicts of interest in performing their role on the committee.

Conflicts of Interest must also be identified at any meeting in which a member has a conflict of interest on a matter.

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9 REVIEW AND PERFORMANCE EVALUATION

9.1 TERMS OF REFERENCE

The Terms of Reference will be reviewed annually by the Committee and any changes will be put to Council for endorsement.

9.2 PERFORMANCE EVALUATION

Commencing November 2022, at the end of each calendar year, the Committee will conduct an annual review of the Committee to assess outcomes against these terms of reference.

The review and any amendments to the Terms of Reference will be provided to Council at the commencement of each calendar year.

10 RESPONSIBILITY / APPLICATION

All members of the committee will be asked to sign the Terms of Reference as part of their induction to the committee, to ensure they are aware of their responsibilities under the *Local Government Act 2019* as member of a Council appointed committee.

These Terms of Reference were adopted by Council on 28 September 2021.

Name: _____

Signature: _____

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