

3.4 CEO Performance Review Committee – Ngutu Taki

Chair	Mayor Andy Foster
Deputy Chair	Deputy Mayor Sarah Free
Membership	Cr Diane Calvert (Chair of Finance and Performance Committee) Cr Iona Pannett (Chair of Planning and Environment Committee) Cr Sean Rush (Chair of Infrastructure Committee) Cr Jill Day (Chair of Social, Cultural and Economic Committee)
Quorum	3
Frequency of meeting	As and when required

Area of focus

1. The CEO Performance Review Committee has responsibility for the effective monitoring of the Chief Executive Officer's performance and has the authority to undertake the annual remuneration review. The Committee also has the role of undertaking any review for the purposes of clause 35 schedule 7 Local Government Act 2002, making a recommendation to Council under clause 34 schedule 7 Local Government Act 2002, and (if applicable) undertaking any recruitment and selection process, for recommendation to the Council.

Delegations

2. The Performance Review Committee will have responsibility and authority to:
 - (a) Agree with the Chief Executive the annual performance objectives
 - (b) Undertake a 6 monthly review 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
 - (c) Conduct the performance review required in the employment agreement between the Council and the Chief Executive
 - (d) Undertake the annual remuneration review and make decisions regarding remuneration
 - (e) 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
 - (f) 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
 - (g) Undertake any recruitment and selection process for a Chief Executive (noting that a decision on appointment must by law be made by the Council)

Delegations of the Chair

3. The Chair and Mayor have the authority to twice annually request a report of the Chief Executive's "sensitive expenditure".