

### 3.4 CEO Performance Review Committee

<b>Chair</b>	Deputy Mayor Paul Eagle
<b>Membership</b>	Mayor Justin Lester Councillor Jill Day Councillor Andy Foster Councillor Iona Pannett Councillor Diane Calvert
<b>Quorum</b>	3
<b>Frequency of meeting</b>	As and when required

#### Area of focus

The CEO Performance Review Committee will have 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 LGA 2002, making a recommendation under clause 34 schedule 7 LGA 2002, and (if applicable) undertaking any recruitment and selection process, for recommendation to the Council.

#### Terms of Reference (Delegations)

The Performance Review Committee will have responsibility and authority to:

1. agree with the Chief Executive the annual performance objectives.
2. undertake a 6 monthly review to review progress against the annual performance objectives, provide feedback, ongoing monitoring and agree any modifications to the annual performance objectives with the Chief Executive.
3. conduct the performance review required in the employment agreement between the Council and the Chief Executive.
4. undertake the annual remuneration review and make decisions regarding remuneration.
5. 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.
6. conduct and complete a review of employment under clause 35 schedule 7 LGA 2002, and make a recommendation to Council under clause 34 schedule 7 LGA 2002.
7. oversee any recruitment and selection process for a Chief Executive (noting that a decision on appointment must by law be made by the Council).

NOTE: Twice annually the Chair and Mayor will receive a 6 month report on the Chief Executive's "sensitive expenditure" (as defined in the Council's 'Sensitive Expenditure' Guidelines). The Chair and Mayor have the discretion to refer any such report to the Committee for noting.