

Chief Executive Officer Performance Evaluation Committee

Directorate: Chief Executive Officer Responsible Officer: Chief Executive Officer

Version Number: 4

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1. Purpose

The Chief Executive Officer's Performance Evaluation Committee undertakes, in conjunction with the Chief Executive Officer, quarterly and annual reviews of the performance of the Chief Executive Officer against pre-determined assessment criteria and the progress towards meeting these criteria, inclusive of making recommendations to Council on the remuneration review

The annual review is reported to Council for formal consideration. Further, the Committee, in conjunction with the Chief Executive Officer, formulates the Chief Executive Officer's annual key result areas for recommendation to Council.

The Committee has the authority to undertake discussions with the Chief Executive Officer in relation to remuneration within agreed parameters. The Committee can make recommendations to the Council in relation to the Chief Executive Officers remuneration review.

2. Objectives

The objective of the committee is to provide a forum for authentic dialogue with the Chief Executive Officer on overall performance and to establish as early as possible in the financial year, and adjust where necessary, the Chief Executive Officer's annual Key Result Areas.

3. Membership, Period of Membership and Method of Appointment

The Chief Executive Officer Performance Evaluation Committee shall comprise the Mayor and any Councillor wishing to be on the Committee. A quorum of three Councillors is required for a meeting.

Period of Membership: Council will appoint Councillor representation annually.

Method of Appointment: Annually through Councillor Committee Appointments by Council

4. Delegated Authority and Decision Making

The committee acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council.

5. Meeting Procedures

Meeting procedures are not prescribed. Meetings are to be held at a time and place determined by the Committee.

The Committee is not required to give public notice of its meetings and its meetings are not open to the public.

Meetings will follow standard meeting procedures protocols, which are in summary:

- Commence on time and conclude by the stated completion time;
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;
- Encourage fair and respectful discussion, participation and respect for each other's views;
- Focus on the relevant issues at hand; and
- Provide advice to Council as far as possible on a consensus basis.

6. Chair

The position of Chairperson shall be held by the Mayor and shall be reviewed annually immediately following Councillor appointments to committees. When this cannot be achieved, the Mayor of the day shall determine the Chair.

If the Chairperson is not present at the meeting, any other Councillor who has been appointed to the committee shall be appointed Chairperson. In the absence of any other Councillor representative/s, a staff member appointed by the relevant Director may Chair the meeting.

7. Agendas and Meeting Notes

Agendas and meeting notes must be prepared for each meeting.

The Agenda must be provided to members of the committee not less than 7 days before the time fixed for the holding of the meeting, in both digital and hard copy formats. The only exception to this deadline is when a public holiday falls on the day the agendas are due, in which case agendas are to be provided close of business 6 days in advance.

Officer reports that fail to meet this deadline, then considered as supplementary reports, will only be permitted to be included in the relevant agendas of; Ordinary Council Meetings, Strategic Planning Committee Meetings, Issues Briefings or Special Committees, with the approval of the Mayor, and Council Committees with the approval of the Chair of the Committee.

The Chairperson must arrange for meeting notes of each meeting of the committee to be kept.

The meeting notes of a Council Committee must:

- (a) contain details of the proceedings and recommendations made;
- (b) be clearly expressed;
- (c) be self-explanatory; and
- (d) incorporate relevant reports or a summary of the relevant reports considered by the committee.

Draft meeting notes must be:

- (a) submitted to the Committee Chairperson for confirmation within 7 days of the meeting;
- (b) distributed to all Committee Members following confirmation from the Chairperson and within 14 days of the meeting; and
- (c) submitted to the next meeting of the Committee for information.

Agendas and notes from meetings are not required to be made available to the public.

8. Voting

Councillors have voting rights.

In the event of an equality of votes the Chairperson has a second vote.

9. Conflict and Interest Provisions

In performing the role of committee member, a person must:

- Act with integrity;
- Impartially exercise his or her responsibilities in the interests of the local community;
- Not improperly seek to confer an advantage or disadvantage on any person;
- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons;
- Commit to regular attendance at meetings; and
- Not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information.

Meetings may potentially form an Assembly of Councillors. Councillors and officers are required to comply with the conflict of interest provisions as set down in the Local Government Act 1989.

Where a meeting is identified as an Assembly of Councillors, staff must follow the designated procedure.

Where a meeting is identified as an Assembly of Councillors, staff must complete a Record of Assembly of Councillors Form. Where a Conflict of Interest is identified by a Councillor at an Assembly of Councillors, the relevant Conflict of Interest form must also be completed. Forms should be forwarded to the Manager Governance & Strategy within 5 working days of the meeting. This information will be published at the next available Ordinary Council Meeting and on the Council's website.

All members of the committee shall participate in training on the Conduct and Interest provisions, which will be run a minimum of annually by the Governance team.

10. Reporting

A report of the Chief Executive Officer's annual performance review will be reported to the Council.

11. Administration Support

Administration support will be provided by the Chief Executive Officer Directorate.

12. Contact with the Media

Contact with the Media by committee members will be conducted in accordance with the Councillor and Staff Media Policies. Community members should defer any media enquiries to the Chairperson in the first instance and should take care not to respond as a representative of the committee.

13. Review Date

The committee will sunset at the conclusion of the project. To ensure currency the Terms of Reference will be reviewed as a minimum every 4 years. If the committee continues to have a relevant function after 4 years, a report must be presented to Council prior to this date that includes a review of the committee's Terms of Reference and seeking endorsement from Council on the committee's agreed function.

14. Meals

The provision of refreshments during the course of a committee meeting will be provided in accordance with the Meals and Beverages for Council Committees Policy.