

Chief Executive Officer Recruitment and Performance Review Committee

Terms of reference

Purpose of the Committee

Pursuant to Section 5.36 of the Local Government Act 1995, it is a requirement that the Council employ a person to be the CEO to enable the functions of the Local Government and the functions of the Council to be performed. The manner of the recruitment is prescribed in the Local Government Act 1995 and the Local Government (Administration) Regulations Act 1996.

Pursuant to Section 5.38 of the Local Government Act 1995, it is a requirement to review the Chief Executive Officer's performance on an annual basis and to set performance indicators and objectives for the next 12 months. The review process also provides an opportunity to provide and receive feedback on the performance of the CEO.

Role of the Committee

- Develop a process for the recruitment and selection of the CEO position that is in accordance with the requirements of the Local Government Act 1995 and the Local Government (Administration) Regulations Act 1996.
- Ensure the selection process is in accordance with the principles of merit and equity;
- Make recommendations to the Council in relation to the preferred applicant from the recruitment and selection process;
- Review the Chief Executive Officer's performance in accordance with the appropriate provisions contained within the Chief Executive Officer's Employment Contract;
- Prepare and table the concluded report, in accordance with the appropriate provisions within the Chief Executive Officer's Employment Contract to the Council at a Council meeting for consideration and actioning;
- Review the Chief Executive Officer's performance on an on-going basis as and when deemed necessary in accordance with the appropriate provisions contained within the Chief Executive Officer's Employment contract;
- Review the Key Performance Indicators to be met by the Chief Executive Officer;
- Review the Chief Executive Officer's remuneration package, in accordance with the appropriate provisions within the Chief Executive Officer's Employment Contract; and
- Review the Chief Executive Officer's Employment Contract and make recommendations to Council in relation to varying the contract as and when necessary.

Membership

Members

- Three (3) Elected Members.

Deputies

- One (1) Elected Member.

Quorum

- Two (2) Elected Members being at least 50% of Members.