



# Ordinary Council Meeting 24/08/21

**Item 12.5 refers**

## **Attachment 6**

**Terms of Reference  
– Executive Committee  
– Clean Copy**

## **TERMS OF REFERENCE** **EXECUTIVE COMMITTEE**

LAST UPDATED: (add updated date)

### **Purpose**

The Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference in order to facilitate informed decision making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the Chief Executive Officer (CEO).

The Committee is a formally appointed committee of Council and is responsible to that body. The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated power from Council. The Committee does not have any management functions and cannot involve itself in management processes or procedures.

### **Objective**

The primary objective of the Executive Committee is in all circumstances, to obtain and consider sufficient information to make unbiased, objective recommendations to Council on CEO appointments, contract reviews/renewals, performance and remuneration reviews and the actioning of complaints against the CEO, Councillors and the Mayor as prescribed in Council's Complaints Management Procedure.

Reports from the Committee will assist Council in discharging its legislative responsibilities of governing the local government's affairs.

### **Duties and Responsibilities**

The duties and responsibilities of the Committee members will be to –

1. Make recommendations to Council on CEO performance reviews;
2. Review and recommend annual goals and targets for the CEO against key result areas to Council for consideration;
3. Make recommendations to Council on CEO remuneration reviews and assessments;
4. Assess and make recommendations on action arising from complaints against the CEO, Councillors and the Mayor as prescribed in Council's Complaints Management Procedure;
5. Make recommendation to Council on CEO appointments;
6. Make recommendations to Council on CEO contract reviews and/or renewals.

### **Membership**

The membership of the Committee shall comprise the Mayor as Presiding Member, the Deputy Mayor as Deputy Presiding Member and three Councillors being the Presiding Members of the Standing Committee (Audit and Risk), Standing Committee (Environmental) and Standing Committee (Community Vision).

**Staff Attendees**

The following staff will attend Executive Committee meetings to provide technical support and advice as required:

- Chief Executive Officer, as appropriate;
- Executive Manager People & Organisational Development, as required;
- Manager Governance, as required; and
- Additional staff where relevant to the agenda (with CEO approval where appropriate).

**Other Attendees**

Relevant persons may be invited to attend and address or advise the committee, within the ambit of its scope and where necessary with the approval of the CEO and the Presiding Member.

**Meetings**

The Committee shall have flexibility in relation to when it needs to meet, but as a minimum shall meet once a year to undertake the CEO annual Performance Review in accordance with the Employment Contract. It is the responsibility of the Presiding Member to call the meetings of the Committee.