

## **TERMS OF REFERENCE**

### **EXECUTIVE COMMITTEE**

LAST UPDATED: Ordinary Council Meeting 26 March 2024

#### **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 in accordance with the City of Belmont 'Standards for CEO Recruitment Performance and Termination'. The Executive Committee will also monitor sanctions ordered by the Standards Panel for minor breaches pursuant to the *Local Government Act 1995*.

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. Make recommendation to Council on CEO appointments;
5. Make recommendations to Council on CEO contract reviews and/or renewals.
6. Ensure sanctions ordered by the Standards Panel for a minor breach are complied with.

## **Membership**

Per section 5.10(2) of the *Local Government Act 1995*, all Elected Members are entitled to be on at least one committee that is made up of elected members only (s 5.9 (2)(a)) or elected members and employees (s5.9 (2)(b)). As this is the only committee that meets the criteria, the Mayor and all eight Elected Members are entitled to be a member of this committee.

## **Staff Attendees**

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

- Chief Executive Officer, as appropriate
- Manager People and Culture
- Manager Governance and Legal, 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's annual Performance Review in accordance with the Employment Contract. It is the responsibility of the Presiding Member to call the meetings of the Committee.