

Terms of Reference

As at November 2025

Elected Members	Five elected members
External Members	None
Chair	Deputy Mayor
Meeting frequency	Four monthly (three times per year) 1. To approve the performance plan for the year 2. Mid year progress review 3. Annual performance review
Reports to	Council

Purpose

- The Chief Executive Employment and Performance Committee has the role of undertaking any review for the purposes of clause 35, Schedule 7, Local Government Act 2002, making a recommendation to the Council under clause 34, Schedule 7, LGA 2002, and (if applicable) undertaking any recruitment and selection process, for recommendation to the Council.
- The Committee has responsibility for the effective monitoring of the Chief Executive's performance, professional development and the authority to undertake the annual remuneration review.

Terms of Reference (delegations)

The Committee will have responsibility and authority to:

- Lead the Chief Executive recruitment process in accordance with best practice and in compliance with the Local Government Act 2002, with the exception of the power to appoint a Chief Executive, this must be done by full Council.
- Agree the annual performance objectives, including professional development opportunities, with the Chief Executive.
- Undertake a six monthly review to assess progress against the performance objectives, provide constructive feedback and agree to any amendments, with the Chief Executive.
- Conduct an annual remuneration review and provide recommendations to Council regarding any adjustments to remuneration.
- Seek independent professional advice on good employer practice and remuneration as necessary.
- Manage any other matters relating the Chief Executive's employment including any employment dispute that may arise.

The following responsibilities sit with the Council, and not the Committee:

- Undertake contract renewal / extension in accordance with the Local Government Act 2002.
- Negotiate and amend the terms and conditions of employment of the Chief Executive.
- Determine annual remuneration review decisions.