

## General Manager's Performance Review Committee

### Terms of Reference

#### **Purpose**

The General Manager's Performance Review Committee (The Committee) has the purpose of providing advice and recommending to Councillors as a collective (The Council) the process to be used to undertake and report on the annual review of the General Manager's performance.

**Department** Governance

**File No.** PER/1500

**Council Meeting Date**

**Minute Number**

**Next Review Date**

**Review History**

#### **1. Role**

- 1.1. To make a recommendation to The Council as to how the General Manager's Performance Review is to be carried out be it internal or by an external party.
  - a. If by an external party the recommendation is to include-
    - i. A selection of two providers.
    - ii. The budget allocation required.
  - b. If by internal means the recommendation is to include the process The Committee will follow in undertaking the performance review including but not limited to-
    - i. The KPI's to be used.
    - ii. The range of Councillors, staff and external personnel to be given the opportunity to comment.
    - iii. A time frame over which the review is to take place.
- 1.2. At the conclusion of the Review make a recommendation to The Council regarding the Response to the General Manager and any proposed changes in remuneration or conditions.
- 1.3. The Mayor or Acting Mayor is to liaise with the General Manager on the outcome of the performance review.

#### **2. Meetings, Agenda, Minutes, Membership**

- 2.1. The General Manager's Performance Review Committee is to meet at least twice per year.
- 2.2. The Committee will consist of the Mayor and two other Councillors as elected at a meeting of the Council. If the Deputy Mayor is in the position of Acting Mayor then the Deputy Mayor will take the place of the Mayor on The Committee.

- 2.3. The Committee Chair will be the Mayor, or if the Deputy Mayor is in the position of Acting Mayor then the Deputy Mayor will take the place of the Mayor.
- 2.4. The Chair will ensure that an agenda is sent to Committee members at least 4 days prior to each meeting.
- 2.5. The Chair will ensure that minutes are recorded for each meeting. Minutes are to include: confirmation of previous minutes; key points against each agenda item; all motions, their mover and seconder and their outcomes; date and time of meeting; names of attendees and of apologies; time the meeting opened and closed and name of minute-taker.
- 2.6. The Chair is to ensure that minutes of each Committee meeting are sent to Council's Executive Officer for inclusion in the next Closed Council Meeting Agenda.
- 2.7. All recommendations are to be moved and seconded and recorded in the minutes. The Chair is to take all recommendations to Council for consideration via a Notice of Motion
- 2.8. All recommendations are to be put forward as soon as practicable to The Council for consideration.
- 2.9. All information discussed at committee meetings is to be held in confidence and recommendations for consideration in Closed Council.

### **3. Vacancies**

- 3.1. A Committee vacancy is declared if a member:
  - 3.1.1. Tenders his/her resignation in writing to the Chairperson;
  - 3.1.2. Dies; or
  - 3.1.3. Is removed by Council;
- 3.2. When a vacancy occurs, the position will be filled through a motion of The Council.

### **4. Voting**

- 4.1. Voting shall be by simple majority. An abstention is viewed as a vote against. A drawn vote is considered lost.

### **5. Other**

- 5.1. At each Committee meeting, the Chair is to request Councillor members to indicate if they have a conflict of interest in respect to any matter appearing on the agenda, or any supplementary item to the agenda, as required by Part 2 of Regulation 8 (7) of the Local Government (Meeting Procedures) Regulations 2015.

### **6. Legislation**

*Local Government Act 1993*

Local Government (Meeting Procedures) Regulations 2015