



## 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.

### **Committee make up:**

The Committee is a Council Committee (subcommittee) of Flinders Council and is formed under Section 23 of the *Local Government Act 1993* (The Act).

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.

If a Councillor resigns from The Committee for any reason, the vacant position will be filled through a motion of The Council.

Membership of The Committee will be reviewed in November 2016. (Refer to motion 936.11.2014)

### **Meetings:**

The *Local Government Act 1993* dictates that

*"23(3) A meeting of a council committee is to be conducted in accordance with prescribed procedures.*

*The prescribed procedures are as in the "Local Government (Meeting Procedures) Regulations 2005" as relating to a Council Committee."*

### **Role:**

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 at least two providers.
    - ii. The budget allocation required.

Adopted 26<sup>th</sup> March 2015 (74.03.2015)

- 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.
- 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.
- 3. The Mayor or Acting Mayor is to liaise with the General Manager on the outcome of the performance review.

All recommendations are to be put forward as soon as practicable to The Council for consideration in Closed Council.