

## **Chief Executive Officer Performance Management Panel**

**Adopted by Council:**  
27/11/2018

**Review Date:**  
4 years (or within 12 months of a general election)

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### **1. Background**

- 1.1 Pursuant to Section 41 of the *Local Government Act 1999* ("the Act") the Council establishes by resolution at its meeting of 27 November 2018 the Chief Executive Officer Performance Management Panel ("the Panel").
- 1.2 Subject to clause 1.3, the Panel is established from 27 November 2018 and will continue in existence until the next general election of Council unless wound up by Council by resolution.
- 1.3 The Panel may be wound up at any time by the Council by resolution.

### **2. Function of the Chief Executive Officer Performance Management Panel**

- 2.1 The Panel is established to assist the Council in the performance of the following functions of the Council:
  - a. Act as a selection panel pursuant to section 98(4) of the Act in the event of a vacancy in the position of Chief Executive Officer.
- 2.2 The Panel is established to inquire into and report to the Council on the following matter(s) within the ambit of the Council's responsibilities:
  - a. The Chief Executive Officer's Performance
  - b. The Chief Executive Officer's Performance Measures
  - c. The remuneration and conditions of employment for the Chief Executive Officer.
- 2.3 The Panel is established to perform or discharge delegated powers, functions or duties that are delegated to the Council from time to time.
  - a. Appoint a consultant to review remuneration and package of the Chief Executive Officer and make recommendations to the Panel.

### **3. Membership**

- 3.1 A minimum of five (5) Council Members will be appointed by the Council by resolution as members of the Panel, for a period determined by Council.
- 3.2 The Panel may, by resolution supported by a majority of all members of the Panel, make a recommendation to the Council to remove a member of the Panel from office where a member has failed (without the leave of the Council) to attend three consecutive meetings of the Panel. (Leave of the Panel could be obtained if the Council has delegated the power to grant leave to the Panel.)
- 3.3 All members of the Panel (including members who are not Council members) must comply with the Code of Conduct for Council Members, the general duties set out in Section 62 of the Act and the conflict of interest provisions set out in Sections 73 – 75A of the Act as if the Panel were a Council and a Panel member were a Council member.

### **4. Chairperson and Deputy Chairperson**

- 4.1 The Council will appoint the Presiding Member (to be known as the Chairperson) of the Panel for the term determined by Council.
- 4.2 The Panel will appoint a Deputy Chairperson from its members at the first meeting of the Panel for the same term as the Chairperson.
- 4.3 If the Chairperson of the Panel is absent from a meeting then the Deputy Chairperson will preside at the meeting until the Chairperson is present. In the absence of the Chairperson and the Deputy Chairperson a member of the Panel chosen from those present will preside at the meeting until the Chairperson is present.

### **5. Meeting Details**

- 5.1 The Panel will generally meet on a quarterly basis or as otherwise determined by the Panel.
- 5.2 The Panel may meet in the Conference Room, or as otherwise determined by the Panel.
- 5.3 All Panel meetings will be conducted in accordance with the Act, and relevant Regulations, Code of Practice for Committee Meeting Procedures and Code of Practice for Access to Council and Panel Meetings and Council Documents.
- 5.4 Part 3 of the Local Government (Procedures at Meetings) Regulations 2013 apply to meetings of the Panel.

**6. Reporting Requirements**

- 6.1 This Panel reports directly to and is accountable to Council.
- 6.2 The Panel will adopt a risk management focus in its considerations, decisions and recommendations to Council to enable Council to act as an informed and responsible decision maker representing the interests of the community.
- 6.3 The Minutes of the Panel shall be submitted to Council for decision.
- 6.4 The Panel must produce an Annual Review report for consideration by the Council by the end of each calendar year outlining the work of the Panel for the preceding 12 months.