



Terms of Reference

Name	Chief Executive Officer Review Advisory Committee
Approved by	Council - <Insert date>
Next review	30 September 2021

1. PURPOSE

The purpose of this document is to set out the terms of reference, composition and operating arrangements of the Chief Executive Officer Review Advisory Committee.

2. RESPONSIBILITY

The Chief Executive Officer Review Advisory Committee ("the Committee") has been established to provide advice and recommendations to Council on all matters related to the employment of the Chief Executive Officer (CEO) including but not limited to:

- Appointment of a suitably qualified Independent Facilitator (see 3.3 below)
- Recruitment
- Selection
- Appointment/Reappointment
- Contractual Conditions offered and entered into by Council
- Having regard to any contract entered into between Council and the CEO,
 - Reviewing individual performance
 - Determining any variation in total remuneration package; and
 - Determining any variation to the Position Description and/or Performance Criteria

3. COMPOSITION

3.1 Membership

The committee comprises all Councillors and an independent facilitator, with no voting rights.

3.2 Chair

The Mayor will be the Chair of this committee.

In the absence of the Mayor the Deputy Mayor will be the Chair of this committee.

3.3 Independent facilitator

The independent facilitator will take minutes of the committee meeting.

The independent facilitator assists and advises the committee on best practice and process in meeting its responsibilities set out in Section 2.

The independent facilitator has no voting rights.

4. OPERATING PROCEDURES**4.1 Quorum**

A quorum for the Committee requires the attendance of at least five Councillors; and the independent facilitator.

4.2 Meetings

The committee will meet every six months or as required.

The agenda together with any reports and documents that relate to the committee will be forwarded to members at least five days prior to meetings.

Accurate minutes will be kept of each meeting of the committee. The minutes of a meeting shall be submitted to committee members for ratification within two weeks of the committee meeting.

4.3 Reports

The committee will provide all minutes to Council for approval of recommendations.

4.4 Expectations/ Requirements of Members

Members are expected to:

- Declare any interest, pecuniary interest or conflict of interest
- Prepare for and actively participate in meetings.
- Act in a courteous manner, respecting others views and opinions. All members should respect the decision as adjudicated by the Chair.
- Treat information with sensitivity.

4.5 Evaluation and Review

Council will review these terms of reference within 12 months of a general election.

Additionally, Council's Policy Review Panel will review the Terms of Reference at any time they are referred to it by the Committee. The Policy Review Panel may then recommend to Council that the revised terms of reference be adopted.

The review shall consider the effectiveness and structure of the Committee.

5. RELATED MATERIAL

Name	Location
<i>Local Government Act 1989 (Vic)</i>	Available via www.legislation.vic.gov.au