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|  | Authorising Body | Local Government Act 2002 |
| | Status | Standing Committee |
| COUNCIL COMMITTEE | Title | Executive Review Committee Terms of Reference |
| | Approval Date | 20 May 2021 |

Role of the Executive Review Committee

Council sets its vision and values to underpin its strategic direction. This guides the organisation as it works to make the Far North District an attractive place to live, work, and play. Council is forward looking, acting strategically to prepare for the district's future.

Council employs the chief executive, who in turn employs and manages Council staff. Council therefore has a responsibility to set and monitor the performance of the chief executive.

Only Council (the local authority) may appoint the chief executive under Part 4 (clause 42) of the Local Government Act (LGA). Council cannot delegate this responsibility to a sub-ordinate decision-making body (LGA Sch7, cl 32, sec 1e).

Membership

The Executive Review Committee will comprise of at least six elected members (one of which will be the chairperson).

Mayor Carter
Ann Court – Chairperson
Kelly Stratford – Deputy Chairperson
Rachel Smith
John Vujcich
Felicity Foy

Quorum - Committee

The quorum at a meeting of the Executive Review Committee is 3 members.

Frequency of Meetings

The Executive Review Committee shall meet at least twice per year, but may convene more frequently as required.

Committees Responsibilities

The Committees responsibilities are described below:

Performance of the Chief Executive

- Review the chief executives' performance as required in the employment agreement between the Council and chief executive.

- Conduct a performance review at the end of the first term of appointment as required under Schedule 7, clause 35 of the LGA.
- Annually consider the chief executives' remuneration.
- Supervise any recruitment and selection process for a chief executive as required under Part 4, clause 42 of the LGA for Council consideration and adoption.
- Consider any issues regarding the employment of the chief executive.
- The Committee may procure independent specialist advice to the value of \$25,000 per annum in accordance with Councils procurement policy and processes.