



WAIROA DISTRICT COUNCIL

PO Box 54, Wairoa – Telephone (06) 838-7309 – Facsimile (06) 838-8874

Terms of Reference: Chief Executive Review Committee

Membership	His Worship the Mayor (ex-officio), and 2 councillors.
Meeting frequency	Annually and as required
Purpose	<ul style="list-style-type: none"> • Review the progress and performance of the Chief Executive against pre-determined objectives. • Oversee the independent remuneration review process for the Chief Executive and make recommendations to the Council. • Oversee succession planning and the appointment process and make recommendations to the Council of a new Chief Executive.
Responsibilities	<p>Report to Council on the following:</p> <ul style="list-style-type: none"> • Conduction of the annual performance review processes and determine a committee view of performance in accordance with best practice principles; • Appointment of independent advisors on salary and conditions for the Chief Executive, in conjunction with the Chief Executive; • Negotiating and approving salary and conditions of employment within parameters agreed by the Council; • Reviewing the Chief Executive's position description and contract; • Annually negotiating appropriate performance measures and targets for the Chief Executive
Delegations	<ul style="list-style-type: none"> • All powers necessary to perform the Committee's responsibilities Except <ol style="list-style-type: none"> a. Powers that the Council cannot delegate or has retained to itself b. Where the Committee's responsibility is limited to making a recommendation only c. Establishing subcommittees
Rules and Procedures	<ul style="list-style-type: none"> • Standing Orders apply. • Minutes of the committee will be submitted to Council. • The Committee will be serviced by the Administration Assistant. • The Committee will be advised by independent advisors.