

Notice of Meeting

NOTICE IS HEREBY GIVEN in accordance with Section 87 of the *Local Government Act 1999*, that a meeting of the

**CEO Recruitment, Performance Appraisal and Remuneration
Review Committee**

of the

CITY OF BURNSIDE

Will be held in the Elected Members Room
at 401 Greenhill Road, Tusmore

on

**Wednesday 19 February 2020
at 6.00pm**

A handwritten signature in black ink, appearing to read 'Chris Cowley'.

Chris Cowley
Chief Executive Officer

CEO Recruitment, Performance Appraisal and Remuneration Review Committee

Agenda

Wednesday 19 February 2020

Elected Members Room, Civic Centre, 401 Greenhill Road, Tusmore

Members: Mayor Anne Monceaux
Councillors Lemon, Cornish, Daws Jones and Piggott

1. **Apologies**
2. **Leave of Absence**
3. **Confirmation of Minutes**

Recommendation:

That the minutes of the CEO Recruitment, Performance Appraisal and Remuneration Review Committee meeting held on 29 January 2020 be taken as read and confirmed.

4. **Reports/Items of Business**

4.1 Appointment of Deputy Chair

5. **Urgent Business**

6. **Confidential Items**

6.1 Endorsement of CEO Performance Plan

Exclusion of the Public – Section 90(3)(a) Order

1. Pursuant to section 90(2) of the *Local Government Act 1999*, the CEO Recruitment, Performance Appraisal and Remuneration Review Committee orders that all members of the public, except the CEO Recruitment, Performance Appraisal and Remuneration Review Committee Members, the Group Manager Finance and Governance, Governance Officer and Representative from McArthur, be excluded from attendance at the meeting for Item 6.1 – Endorsement of CEO Performance Plan.
2. The CEO Recruitment, Performance Appraisal and Remuneration Review Committee is satisfied that pursuant to section 90(3)(a) of the Act, the information to be received, discussed or considered is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead),

being the Chief Executive Officer, Mr Chris Cowley because it considers and discusses the processes involved in reviewing his performance.

3. The CEO Recruitment, Performance Appraisal and Remuneration Review Committee is satisfied, the principle that the meeting be conducted in a place open to the public, has been outweighed by the need to keep the information or discussion confidential.
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Retain in Confidence - Section 91(7) & (9) Order

1. That having considered Agenda Item 6.1 – Endorsement of CEO Performance Plan in confidence under section 90(2) and (3)(a) of the *Local Government Act 1999*, the CEO Recruitment, Performance Appraisal and Remuneration Review Committee, pursuant to section 91(7) and (9) of that Act orders that:
 - 1.1 the **Attachment A and minutes** remain confidential on the basis that the disclosure of this information would involve the disclosure of personal information regarding the employment of the Chief Executive Officer pursuant to section 90(3)(a) of the *Local Government Act 1999* as the information relates to the processes involved in reviewing his performance.
 - 1.2 the **Attachment A – McArthur City of Burnside CEO Performance Plan** will not be available for public inspection for the period of **12 months** at which time this order will be reviewed by the Council; and
 - 1.3 this confidentiality order will be reviewed by the Council at least once in every 12-month period.
 - 1.4 The Chief Executive Officer is delegated authority that the order be revoked in whole or part.
 2. That for the item named in clause 1 and associated sub clauses, unless:
 - 2.1 the period in respect of any order made under Section 91(7) of the *Local Government Act 1999* lapses; or
 - 2.2 Council resolves to revoke an order made under Section 91(7) of the *Local Government Act 1999*; or
 - 2.3 the Chief Executive Officer determines pursuant to delegated authority that the order be revoked;any discussions of the Council on the matter and any recording of those discussions are also confidential.
7. **Next Meeting**
- The next meeting of the CEO Recruitment, Performance Appraisal and Remuneration Review Committee will be held on a date to be advised.
8. **Closure**

Item No: 4.1
To: CEO Recruitment, Performance Appraisal and Remuneration Review Committee
Date: 19 February 2020
Author: Karishma Reynolds, Group Manager Finance and Governance
General Manager and Division: Martin Cooper, General Manager Community and Development
Subject: APPOINTMENT OF DEPUTY CHAIR
Attachments: A. CEO Recruitment, Performance Appraisal and Remuneration Review Committee Terms of Reference
Prev. Resolution: Nil

Officer's Recommendation

That the CEO Recruitment, Performance Appraisal and Remuneration Review Committee:

1. Receive and note the Report.
 2. Appoint Cr _____ as the Deputy Presiding Member of the CEO Recruitment, Performance Appraisal and Remuneration Review Committee until 31 December 2020.
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Purpose

1. To provide the CEO Recruitment, Performance Appraisal and Remuneration Review Committee (Committee) members with information regarding the requirement of clause 8.4 of the CEO Recruitment, Performance Appraisal and Remuneration Review Committee Terms of Reference which requires the committee to appoint a Deputy Presiding Member annually.

Strategic Plan

2. The following Strategic Plan provisions are relevant:

"Foster a supportive and leading culture."

"Delivery of good governance in Council business"

Communications/Consultation

3. Not applicable

Statutory

4. There are no statutory implications or requirements associated with this recommendation.

Policy

5. There are no policy implications or requirements associated with this recommendation.

Risk Assessment

6. There are no risks associated with the recommendation.

CEO Performance Indicators

7. At the time of writing this report the CEO's Performance Indicators for the 2019/20 financial year have not been set.

Finance

8. There are no financial implications for the City of Burnside in respect of the recommendation.

Discussion

Background

9. The following clauses of the Terms of Reference are relevant to the appointment of the Deputy Presiding Member:

- 9.1. Clause 8.1:

"The Committee comprises the Mayor and three Elected Members. For the period up to the conclusion of the CEO's performance and probation review period and the associated processes and reporting, two additional members are appointed to the committee."

- 9.2. Clause 8.3:

"The three Elected Members (i.e. other than the Mayor and the two additional members) are appointed for a period of 24 months, commencing on 1 January in each calendar year and expiring on 31 December at the end of the two-year period."

- 9.3. Clause 8.4:

"That the Committee appoint a Deputy Presiding Member from the three Elected Members appointed to the Committee each year (from November 2018). This should occur at the first meeting of the Committee each calendar year."

Analysis

10. The Committee needs to appoint a Deputy Presiding Member from the three members who are appointed to the committee on a permanent basis, namely Councillors Cornish, Daws and Lemon.
11. In 2019, the Committee appointed Councillor Lemon as the Deputy Presiding Member for a period of 12 months.
12. The Committee can only make an appointment for a Deputy Presiding Member up to 31 December 2020, as the appointments of all of the committee members other than the Mayor expire on this date, as they were made in December 2018 for a period of two years.
13. The appointment of Councillors Jones and Piggott to the Committee expire at the conclusion of the CEO's performance and probation review, which is expected to occur in July 2020.

Conclusion

14. It is recommended that the Committee in accordance with clause 8.4 of its Terms of Reference appoint a Deputy Presiding Member from the three Elected Members appointed to the Committee for a two-year period in December 2018.

CEO RECRUITMENT, PERFORMANCE APPRAISAL AND REMUNERATION REVIEW COMMITTEE

TERMS OF REFERENCE

1. Name

- 1.1 The name of the Committee is the CEO Recruitment, Performance Appraisal and Remuneration Review Committee [“Committee”].

2. Establishment

- 2.1 The Committee was established on 18 January 2011 by resolution C8073 of the City of Burnside pursuant to section 41 of the Local Government Act 1999.

3. Strategic Plan Desired Outcome

- 3.1 A leading organisation that is healthy, progressive and flexible with a diverse culture that encourages safety, learning and development.

4. Our Approach

- 4.1 Foster a supportive and leading culture.

5. Legislative Requirements and Corporate Policy Context

- 5.1. The appointment, remuneration and performance appraisal of the Chief Executive Officer (CEO) is the only human resource responsibility of the elected body of Council, as set out in Part 1 of Chapter 7 of the *Local Government Act 1999*.
- 5.2. These Terms of Reference set out Council’s procedure for carrying out those functions.

6. Interpretation

- 6.1 In these Terms of Reference:
- “the Act” means the Local Government Act 1999;
 - “CEO” means Chief Executive Officer;
 - “Council” means the City of Burnside;
 - “Elected Member” means the Mayor or Councillor (as defined in the Act) of the Council;
 - “Remuneration” includes salary.
- 6.2 Any reference to the Act or law includes any Act or law replacing it.

7. Functions of the Committee

The Council is responsible for the appointment of the CEO, determining the CEO's Performance Plan, assessing the CEO's performance against that plan and determining the remuneration of the CEO. The Committee's role is to advise the Council on these matters including:

- 7.1. performing the functions of a selection panel pursuant to section 98(4) of the Act;
- 7.2. determining the Performance Plan of Council's CEO ;
- 7.3. Monitoring the performance of Council's CEO ; and
- 7.4. reviewing the remuneration and conditions of employment of the CEO at 12 monthly intervals .

8. Membership

- 8.1. The Committee comprises the Mayor and three Elected Members. For the period up to the conclusion of the CEO's performance and probation review period and the associated processes and reporting two additional members are appointed to the committee.
- 8.2. Unless Council resolves otherwise, the Mayor is the Presiding Member of the Committee.
- 8.3. The three Elected Members (i.e. other than the Mayor and the two additional members) are appointed for a period of 24 months, commencing on 1 January in each calendar year and expiring on 31 December at the end of the two-year period.
- 8.4. That the Committee appoint a Deputy Presiding Member from the three Elected Members appointed to the Committee each year (from November 2018). This should occur at the first meeting of the Committee each calendar year.
- 8.5. Executive Administration Support – the CEO will allocate appropriate human resources to ensure that reports, agendas, notice of meetings and minutes of the Committee are recorded and managed in accordance with legislative compliance requirements. Other professional human resources will be allocated by the CEO as required.

9 Meetings

- 9.4 The Committee must meet as often as is necessary to ensure that it meets its obligations as set out in these Terms of Reference; meetings should occur at least quarterly with a subsequent report and minutes provided to Council.
- 9.5 The Presiding Member, with the consent of at least one other member of the Committee, may cancel a meeting due to lack of business or other reasonable reason.
- 9.6 Any two Committee members may call a meeting of the Committee.
- 9.7 These Terms of Reference may be amended by the Committee as necessary in consultation with Council, with Council being the final point of adoption.
- 9.8 Meeting procedures shall follow those set out in Part 3 of the Local Government (Procedures at Meetings) Regulations 2000 for minor committees and the following requirements shall apply:

- 9.8.1 Pursuant to Regulation 23 – Notice of Meetings to Members, shall be in a written form determined by the Committee and be given for each meeting by the person nominated by the CEO for this purpose.
- 9.8.2 Committee Members must be given copies of agendas and any relevant reports at least 3 clear days before each meeting.
- 9.8.3 Pursuant to Regulation 24 – The minimum requirement for Public Notice of each Committee meeting shall be by way of a notice on the public information notice board at the Council's Civic Centre posted at least 3 clear days before any relevant meeting.
- 9.8.4 Pursuant to Regulation 25 – Minutes are to be in accordance with Part 3 of the Regulations and must contain:
 - 9.8.4.1 The names of the Members present; and
 - 9.8.4.2 The adoption of any previous committee minutes not yet adopted as true and correct record; and
 - 9.8.4.3 Each motion carried at the meeting; and
 - 9.8.4.4 Any disclosure of any interest made by a Member; and
 - 9.8.4.5 Details of the making of an order under Section 90(2) of the Act; and
 - 9.8.4.6 A note of the making of an order under Section 91(7) of the Act.
- 9.8.5 Special requirements as to confidentiality
 - 9.8.5.1 All documents to which paragraph 9.5.4.6 applies must be held by the Presiding Officer until their release pursuant to the operation of section 91(9) of the Act, at which time they are to be delivered up in accordance with the resolution of Council.
 - 9.8.5.2 Some matters may be of such an elevated level of confidentiality that documentation may be in the possession of external advisers (for example, in relation to recruitment of the Chief Executive Officer). These Terms of Reference must be read in conjunction with the City of Burnside Records Management Policy (see, in particular, paragraphs 10.3.3, 10.3.4 and 10.3.5 – 13/9/2011, CCS0036) and the provisions of that Policy adhered to.
 - 9.8.5.3 The Executive Assistant to the CEO has been nominated as the relevant person in relation to the prefatory notes to these Terms of Reference to identify the Committee contact person within Council administration but is not to be privy to any matters to which section 91(7) of the Act applies.
 - 9.8.5.4 Subject to paragraph 9.5.5.1, the minute taker and all support staff and persons who are not elected members who have access to documents and records to which section 91(7) of the Act applies, must keep all such documents and records in the strictest of confidence and release them to elected members only.
- 9.9 Meetings will be held at Council's Civic Centre or another location nominated by the Presiding Member and advised in accordance with the Act and Council policy for the notification of Council and Committee meetings.

10 Voting

- 10.4 Each member of the Committee present at a meeting shall have one vote.

10.5 The Presiding Member shall have a deliberative vote but does not in the event of an equality of votes have a casting vote.

10.6 In the event of a tied vote the matter will be referred to Council for deliberation.

11 Quorum

11.1. A quorum for the Committee shall be four (4) members for the period where the committee has an additional two (2) members until the conclusion of the CEO's performance and probation review period and the associated processes and reporting.

12 Reporting

12.1 The agendas and minutes of the Committee will be available to the public in the same manner as other Council Committees.

13 Delegations

13.4 Subject to paragraph 13.2 below, the Committee's role is limited to advising Council on recommendations. The Committee may, however, engage consultants to assist with its activities.

13.5 The Committee has the following delegated authority, coupled with the following obligations:

- 13.5.1 The power to engage such solicitors or other consultants as the Committee may from time to time determine to liaise and provide advice on matters pertaining to the CEO Recruitment, Performance Appraisal and Remuneration Review functions;
- 13.5.2 The obligation to provide details to Council at the first Council meeting following the end of each financial year advising of the costs incurred in the provision of this advice for the preceding financial year;
- 13.5.3 The power to authorise accounts for payment relating the provision of legal advice to the Committee and consultancy work relating to these Terms of Reference; and
- 13.5.4 All powers necessary for it, on behalf of Council, to carry out the functions set out in these Terms of Reference and to expend funds necessary for that purpose.

14 Duties of the Committee

14.4 Recruitment of CEO

14.4.1 Council's role is to appoint the CEO, on the advice of the Committee. The Committee's role is, subject to 14.1.3, to identify a suitable person and refer the appointment of that person to Council.

14.4.2 The Committee's role is to:

14.4.2.1 assist Council in the recruitment of a CEO;

14.4.2.2 identify and recommend to Council a suitable candidate for the position of CEO;

14.4.2.3 On behalf of Council, ensure compliance with Section 98 (3) of the Act;

- 14.4.2.4 carry out the functions of a selection panel in accordance with Section 98 (4) of the Act;
 - 14.4.2.5 In accordance with Council's Procurement (Contracts, Tenders, and OHSW) Policy, to engage an appropriate consultant to manage and conduct the process of selection of a suitable candidate for the position of CEO; and
 - 14.4.2.6 ensure that the recruitment process includes an advertising campaign.
- 14.4.3 The Committee is empowered to identify a single person as suitable pursuant to clause 14.1.2.2. If, however, the Committee fails to reach a unanimous view as to that person, it shall on the request of any member of the Committee (made at the meeting of the Committee resolving which candidate should be recommended to Council) refer the matter to Council for determination of who, from the final short-list, is to be appointed.

14.5 Performance of CEO

- 14.2.1 The Committee's role is to, on an annual basis, and in conjunction with the Chief Executive Officer, establish the Key Performance Indicators (KPIs) against which the performance review is to be conducted.
- 14.2.2 The Committee will seek input from Council regarding the KPI's to be set for the CEO and will prepare a final Performance Plan with the CEO to be presented to Council.
- 14.2.3 The Committee will monitor the CEO's on-going performance against the Performance Plan and amend the Performance Plan as required.
- 14.2.4 The Committee will present the agreed Performance Plan to Council for information. Any amendments to the Performance Plan will be provided to Council.
- 14.2.5 Council's role is to assess the CEO's performance measured against that plan. The Committee will engage with the Chief Executive Officer in the undertaking of the annual performance review within the parameters of the Employment Agreement, and attend to the collection and collation of Elected Member feedback in relation to the CEO's performance as measured against the performance plan, and to present the results to Council.
- 14.2.6 The Committee will ensure that all Elected Members are invited to provide written comments of appraisal of the CEO's performance to the Committee, and that sufficient time is allowed for members to provide such comments to the Committee, that is at least two weeks, over and above mailing time.
- 14.2.7 The Committee will formally review the CEO's performance at twelve monthly intervals.
- 14.2.8 The Committee will seek feedback after six months of the performance review period from the CEO to determine the CEO's progress in achieving the KPI's set out in the Performance Plan and will determine any changes needed in the Performance Plan based on that feedback.
- 14.2.9 The Committee will periodically review with the Chief Executive Officer the Key Result Areas included in the position description against which feedback will be sought during the annual performance review.

- 14.2.10 The Committee will consider the feedback obtained through the performance review process and agree a development plan with the CEO.
- 14.2.11 The Committee's role is also to:
 - 14.2.11.1 appoint, as thought necessary, a facilitator to assist the Committee to discharge its obligations in relation to the preparation of the draft performance plan.
 - 14.2.11.2 appoint or re-appoint a facilitator to assist in the appraisal which arises out of the final performance plan.
 - 14.2.11.3 ensure that recommendations regarding the foregoing are in accord with Council's Strategic Plan.
 - 14.2.11.4 the Presiding Member of the Committee is to respond to the CEO should they be advised of any situation where it might reasonably be appropriate to vary any aspects of the performance review standards and/or parameters in the light of current circumstances (refer 16.5).

14.3 Remuneration and Conditions of Service of CEO

- 14.3.3 Overview: Council's role is to appoint a Remuneration Adviser and to determine any changes in salary and/or conditions of employment of the CEO. The Committee's role is to identify three suitable consultants for Council's consideration; to work with the Remuneration Adviser and ensure the participation of the CEO in the process; and to make recommendations to Council as to any proposed changes in salary and/or conditions of employment of the CEO.
- 14.3.4 The Committee's role is to:
 - 14.3.4.1 seek Expressions of Interest for the position of Remuneration Adviser, including by way of advertisements placed in a newspaper circulating throughout the State of South Australia;
 - 14.3.4.2 provide the names of three consultants to the Council for its decision, with recommendations as to suitable terms of engagement;
 - 14.3.4.3 with the assistance of the Remuneration Adviser appointed by Council, undertake the annual salary review;
 - 14.3.4.4 participate actively in the process of reviewing the salary and conditions of employment of the CEO, ensuring that he/she, is both consulted and informed of the process.
 - 14.3.4.5 recommend to Council any proposed changes in salary and/or conditions of employment of the CEO that the Committee thinks appropriate.
- 14.3.5 Special provisions in relation to the Consultant.
 - The Consultant's role is to:
 - 14.3.5.1 liaise with, and report directly to, the Committee;
 - 14.3.5.2 provide professional advice to the Committee; and
 - 14.3.5.3 acting consistently within the framework of appointment by the Council, assist the Committee, mindful of the competing

interests of the Committee / Council on the one hand and the CEO on the other. The Consultant's duty is to the Committee / Council. The Consultant must not take instructions from the CEO.

- 14.4 The process and time line for appraisal of CEO's performance is set out in attachment 1 hereto "CEO appraisal: process and time line".
- 14.5 The process and time line for review of remuneration and conditions of service of CEO is set out in attachment 2 hereto "CEO remuneration and conditions of service: process and time line".

15 Council's Role

- 15.2 Taking into account the recommendations of the Committee, to:
 - 15.2.3 determine the contract of employment for the CEO;
 - 15.2.4 appoint the CEO;
 - 15.2.5 as an elected body, and individually as elected members, participate in the CEO's performance appraisal process; and
 - 15.2.6 determine whether any variations to the remuneration and conditions of the CEO are appropriate.

16 CEO's Role

- 16.1. Is to work collaboratively with the Committee in determining the Annual Performance Plan.
- 16.2 is to participate actively in the performance appraisal process as required by the Committee.
- 16.3 Is to make use of constructive feedback from Elected Members and the Committee in relation to performance appraisal.
- 16.4 Is to undertake professional development as outlined in the annual performance review
- 16.5 Is to promptly bring to the attention of the Presiding Member of the Committee any situation where it might reasonably be appropriate to vary any aspects of the performance review standards and/or parameters in the light of current circumstances.

Attachment 1

CEO Appraisal: Process and Timeline

A. PROCESS

1. The elected members and CEO will work together to finalize the CEO's performance plan for the following year, prior to that year commencing. The performance review for the CEO will be completed as soon as possible after the end of the financial year and if possible, during May and June
2. The CEO is required to undergo a process of review of his/her performance at 12 monthly intervals.
3. The purpose of the review is to provide constructive feedback to the CEO on performance in the preceding 12 months.
4. All Elected Members are expected to be clear about the purpose and process for the CEO's performance appraisal and provide constructive feedback to the CEO through the Committee.
5. Individual Committee Members are expected to commit to full participation in agreed activities.
6. All Elected Members and the CEO will be invited by the Committee to provide written input into describing the goals and measures that are to be achieved by the CEO in the next 12 month period.
7. All Elected Members and the CEO will be invited by the Committee to provide written input into the assessment of the CEO in his/her achievement of such goals and measures in the previous 12 month period.
8. The Committee Report to Council is to include comments by the CEO addressing any Elected Members' comments the CEO wishes to comment on, together with a brief outline of his/her reasons for his/her self-assessment rating.
9. Appeals By CEO
 - 9.1. If the CEO is dissatisfied with the performance appraisal process, he or she should write to the Mayor stating the grounds of the appeal.
 - 9.2. The Mayor should seek to resolve the matter, in consultation with a representative of the CEO (chosen by the CEO), by evaluating the individual performance assessment process and outcomes. The Council may also wish to consider establishing an appeal panel which could comprise:
 - 9.2.1. Independent Chair (to be agreed between CEO and Council/Committee)
 - 9.2.2. CEO representative (who will be chosen by the CEO)
 - 9.2.3. The Committee members, the Mayor and an Elected Member, or some other arrangement suitable to Council.

B. TIME LINE

PERFORMANCE PLAN

10. – *February*

- 10.1 The Committee considers the engagement of a facilitator to design or assist in the design of a draft performance plan for the coming year's goals/outline of activities. If there is no arrangement in place and a facilitator is to be engaged, the Committee, in accordance with Council's Procurement (Contracts, Tenders, and OHSW) Policy engages an appropriate facilitator.

11 – *May/June*

- 11.1 The Committee, assisted by the facilitator, designs a draft performance plan for the coming year's goals/outline of activities.
- 11.2 The Committee seeks input from the CEO on the plan.
- 11.3 The draft performance plan of future goals/activities is presented to Council and feedback from Elected Members is provided at the following Council meeting.
- 11.4 The Committee finalises the performance plan and distributes this to Elected Members and the CEO.
- 11.5 The Mayor, as Presiding Member of Council, asks Elected Members to note that assessment of the CEO's performance takes place over a 12 month period from July to June inclusive.

12. *November*

- 12.1 New Elected Members inducted into Council's Performance Appraisal of CEO Policy.
- 12.2 Mayor and CEO ensure that new/continuing Elected Members are given copies of worksheets outlining the year's goals/activities to be achieved, as decided by Council in July.

PERFORMANCE REVIEW

13. – *February*

- 13.1 The Committee appoints/reappoints the independent facilitator.
- 13.2 The Committee meets with the facilitator in order to:
 - 13.2.1 clarify common understanding of goals/measures;
 - 13.2.2 decide if input is to be sought from others, and if so, whom; and
 - 13.2.3 seek input from CEO on the year's achievements, ie. Since the previous July.

14. *May and June*

- 14.1 The Presiding Member of the Committee requests written comments from Elected Members, using the designated worksheets, which are then provided to the Committee.
- 14.2 The Committee meets to:
 - 14.2.1 read/discuss Elected Members' comments
 - 14.2.2 make their joint Committee assessment
 - 14.2.3 discuss outcomes with the CEO
- 14.3 The Presiding Member of the Committee provides Elected Members with copies of the Performance Appraisal
- 14.4 The CEO's performance appraisal is discussed by Council

14.5 The Mayor, as Presiding Member of Council, provides feedback to the CEO of the discussions in Council.

Attachment 2

CEO Remuneration and Conditions of Service: Process and Timeline

A. PROCESS

1. The CEO's salary and conditions of employment are to be reviewed annually and in accordance with the CEO's contract of employment.
2. The purpose of the review is to ensure that Council is satisfied with the current salary, contract, and conditions of employment of its CEO, and to vary these where it deems appropriate.
3. The CEO remuneration review is carried out separately from performance appraisal.
4. The remuneration review should be completed before the end of December each year.
 - 4.1. The annual remuneration review will take into consideration:
 - 4.1.1. the CEO's performance over a 12-month period;
 - 4.1.2. movements in the CPI;
 - 4.1.3. current rates of remuneration for comparable positions within the relevant market.

B. TIME LINE

– February

5. Council appoints/reaffirms a suitable Consultant.

July/August

6. The Consultant meets with the Committee in order to discuss his/her advice.
7. The Committee formulates recommendations and discusses these with the CEO.
8. The Presiding Member of the Committee presents recommendations to Council in relation to whether (and, if so, what) variations of salary, contract, or employment conditions are recommended.
9. The Presiding Member of Council, informs the CEO of the outcome of Council's consideration of the recommendations.

TERMS OF REFERENCE HISTORY

DATE	RESOLUTION No.	COMMENT / AMENDMENT
18/01/2011	C8073	CEO Performance Appraisal Panel be dissolved. CEO Performance Review and Recruitment Committee (CPRRC) be established pursuant to Section 41 of the Local Government Act 1999.
01/02/2011	CP0001	Mayor appointed as Presiding Officer
08/03/2011	C8134	Terms Of Reference for CEO Performance Review and Recruitment Committee (CPRRC) be adopted.
	C8135	Committee name changed to CEO Recruitment, Performance Appraisal and Remuneration Review Committee (CPRRC)
24/01/2012	C8551	Deletion of paragraph 8 from attachment 1 – CEO Appraisal and Timeline.
27/02/2012	CP0151	Quorum to remain at all three (3) for matters relating to CEO Recruitment, Selection & Appointment and on all other matters the quorum be two (2).
26/03/2012	CP0157	Addition of paragraph 12 to Attachment 1 (Appeals by CEO)
24/4/2012	C8642	TOR amended as per CP0151 (27/2/2012) and CP0157 (26/3/2012)
13/11/2012	C8932	Amended
11/12/2012	C8956	Amended paragraph 8.
25/02/2014	C9600	Amend paragraph 8 and paragraph 11 to include Mayor as 'ex-officio' and quorum calculations.
08/04/2014	C9662	TOR amended as per CPO226 & CPO 227
12/05/2015	C10162	TOR amended as per CPO276 (20/04/2015)
09/02/2016	C10518	TOR amended as per C10507 (27/01/2016)
26/03/2018	CP0355	TOR amended as per CP0355(5/3/2018) for presentation to Committee and Council.
10/12/2019	C12391	<ol style="list-style-type: none"> 1. Two additional members appointed to the committee until the conclusion of the CEO's performance and probation review period and the associated processes and reporting. 2. That meeting quorum requirements increase from three to four. 3. That the Terms of Reference are amended accordingly.