



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

CHIEF EXECUTIVE OFFICER'S REVIEW COMMITTEE

TERMS OF REFERENCE

Reports to:	Council
Chairperson:	Mayor Alex Beijen
Membership:	Mayor, Deputy Mayor, and three councillors appointed by the Mayor. A human resource management specialist may be co-opted to provide advice to the Committee but is not a member. All councillors participate in a pre-review workshop to discuss performance matters.
Appointments 19-22:	Alex Beijen (Mayor), Garrick Emms (Deputy Mayor), Leigh Hay, Pip Maynard and Alistair Plimmer.
Meeting Frequency:	At least six-monthly or as required throughout the year.
Convened By:	Mayor in conjunction with an external advisor.
Quorum:	Three members.

1. Purpose

To review the performance of the South Wairarapa District Council's Chief Executive on an annual basis.

- To give feedback to the Chief Executive on the effectiveness of his performance.
- To suggest areas for improvement for the Chief Executive.
- To identify any areas for development for the Chief Executive.
- To review the Chief Executive's salary and make a recommendation for Council to approve on an annual basis.

2. Role and Responsibility

- Establishment of a Performance Agreement with the Chief Executive including agreed Key Result Areas (KRAs) and Key Performance Indicators (KPIs).

- Ensure there are three-monthly reviews with external consultant, Mayor and Chief Executive to check for progress and/or issues.
- To complete half-yearly reviews and feedback to Chief Executive (in conjunction with external consultant), with the summary reported to Council.
- To ensure the Chief Executive completes a self-assessment report each year.
- To arrange for confidential feedback to be provided by councillors to external consultant to be compiled into one document to be reported to the full Council.
- To complete formal reviews in conjunction with external consultant.
- To ensure the Chief Executive attends appropriate professional development courses and conferences throughout the year.
- To receive written progress reports from the human resource management specialist.

3. Delegations

The Committee is delegated the Power to Act:

- To complete half-yearly reviews and feedback to Chief Executive in conjunction with external consultant with the summary reported to Council.
- The authority to forward written progress reports from the human resource management specialist to Council as required, but at least once a year.
The authority to authorise advertising for the position of Chief Executive.

The Committee is delegated the Power to Recommend:

- To recommend to Council appointment of a Chief Executive.
- To recommend to Council Chief Executive salary adjustments.