



EYRE PENINSULA LOCAL GOVERNMENT ASSOCIATION

EXECUTIVE COMMITTEE

TERMS OF REFERENCE

Preamble

The EPLGA Board at its 6th December 2013 meeting adopted a new charter which was gazetted on 12th December 2013. The advent of a new charter has meant changes to the governance of the EPLGA Board with one being the need to develop terms of reference for the Executive Committee of the Board.

Name of Committee

Executive Committee

Purpose

The purpose of the Executive Committee is to:

Undertake a consistent process for the handling of allegations and complaints against the EPLGA Board or an officer holder or staff member

Ensure that the principles of natural justice are upheld and applied with respect to investigations.

Undertake a fair process for the Chief Executive Officer's annual performance review.

Provide direction & assistance between EPLGA Board Meetings to the Executive Officer when requested on EPLGA Board business matters.

Functions of the Committee

The functions of the Committee are:-

To investigate allegations and complaints of the EPLGA Board including those that may arise under clause 10 of the charter (Proprietary of Members of the Board – Conflict of Interest) and the Board's Officer Bearer Code of Conduct.

To determine what, if any, action is required in relation to allegations and complaints

To undertake the annual performance review of the Executive Officer.

To review the Executive Officers work plan for the ensuing 12 months prior to presentation to the EPLGA Board.

To make recommendation to the Councils regarding the Chief Executive Office salary review.

To undertake any delegated tasks from the EPLGA Board.

Membership

Membership of the Committee will comprise the President, Deputy President, Past President and a Council Chief Executive Officer appointed by the EPLGA Board.

Where the Past President is no longer a delegate to the EPLGA Board another delegate will be selected by the EPLGA Board.

The Executive Officer will be a non-voting member.

Convenor/Chairperson

The President will be the Chairperson of the Committee.

Meeting Frequency

The Committee will meet as and when required.

Meeting Procedures

The Committee will operate on an informal basis, and will not therefore be subject to formal meeting procedures.

Detailed minutes will not be taken, but a list of agreed actions and recommendations will be prepared. All recommendations will be presented to the EPLGA Board.

A quorum will be two members.

Executive Support and Implementation

The Executive Officer of the EPLGA will provide executive support to the Committee.

Term of the Committee

The term of appointment of the Members of the Committee shall be as determined by the EPLGA Board.

A Committee Member's office will become vacant upon the Member ceasing to hold office as President, Deputy President or Board Member of the EPLGA.

In the event of a vacancy in the office of a Member of the Committee the EPLGA Board shall, appoint another person as a Member of the Committee on such terms and conditions as determined by the EPLGA Board.

Delegation

Pursuant to the Local Government Act 1999 Schedule 2 clause 36(2) (a) the EPLGA Board may delegate tasks to the committee for action

Reporting

The Executive Committee will be responsible for reporting delegated task outcomes from its own operations to the EPLGA Board.

Document Control:

Implementation:

Executive Officer Report No 4-0214.

EPLGA Motion No.: 341/ 14

Date: 23 February 2014

Review:

Last Reviewed: .../.../.....

EPLGA Review Motion No:

Certification:

I, (Print Name) certify that this is the current copy of the Executive Committee terms of reference.

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Signature

Date: .../.../.....