



**Schedule of
Delegation of Authority
and
Operating Procedures**

**General Manager's Performance Review
Special Committee**

November 2011

Contents

Schedule 1.....	3
1. Name of Special Committee	3
Schedule 2.....	3
1. Objectives of the Committee:	3
2. The Committee Structure:	3
3. Term of the Committee:	4
4. Functions of the Committee:	4
5. Alteration to Delegation and Rules of Procedure:	4
6. Definitions:.....	4

ADOPTED - 20 March 2001 - CS 208

AMENDED - 20 April 2004 - CS 206 (S2.1)

AMENDED – 20 November 2009 – CS 767

AMENDED – 24 November 2011 – AO327/11 (Clause 2.1)

Pursuant to Section 24 of the Local Government Act 1993 (as amended) the Burnie City Council hereby establishes a Special Committee as detailed in Schedule 1 and 2 below.

Schedule 1

1. Name of Special Committee

The name of the Special Committee shall be the:-

General Manager's Performance Review Special Committee

Schedule 2

1. Objectives of the Committee:

- 1.1. To undertake the annual performance review of the General Manager in accordance with the employment contract.
- 1.2. To negotiate the appointment of an independent facilitator (management consultant) to assist the Special Committee and Council in complying with the terms and conditions of the General Manager's employment contract.
- 1.3. To complete the review of the General Manager in a timely and professional manner.
- 1.4. To provide advice to the Council on the General Manager's Contract of Employment.

2. The Committee Structure:

- 2.1. The Committee during its current term shall consist of a maximum nine Aldermen which includes the Mayor and Deputy Mayor.
- 2.2. The Mayor shall be the Chairperson of the Special Committee.
- 2.3. Only Aldermen will be eligible for appointment to the Special Committee.

3. Term of the Committee:

- 3.1 All positions on the Committee will become vacant directly following the bi-annually Council election. If a member of the Committee resigns prior to the bi-annual election the Council will appoint a replacement at the earliest convenient time.

4. Functions of the Committee:

- 4.1 To facilitate the annual performance review of the General Manager in accordance with the terms and conditions of the employment contract.
- 4.2 To appoint in consultation with the General Manager the independent facilitator (management consultant) to assist in undertaking the review.
- 4.3 To ensure that the independent facilitator obtains input and comments from all Aldermen interested in participating in the review process.
- 4.4 To finalise negotiations with the General Manager on the salary package and benefits to be paid in the following year at the completion of the review process.
- 4.5 To appoint in consultation with the General Manager an independent facilitator to provide professional advice on the General Manager's contract, including renewal of contract options and revision for the consideration of the Committee and the Council.

5. Alteration to Delegation and Rules of Procedure:

This delegation and rules of procedure may be amended at any time by Council.

6. Definitions:

'Committee' means the Committee as stipulated in Schedule 1 of this document.

'Council' means the Burnie Council.

'General Manager' means the General Manager of the Burnie Council as appointed from time to time.