

CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE

TERMS OF REFERENCE

KEY FOCUS AREA LEADERSHIP AND GOVERNANCE

PURPOSE

The purpose of the Chief Executive Officer Performance Review Committee (the Committee) is to:

1. Undertake the annual performance review of the Chief Executive Officer (CEO) in accordance with:
 - a) the *Local Government Act 1995*;
 - b) the Model Standards for CEO Recruitment, Performance and Termination; and
 - c) the CEO's contract of employment.
2. Facilitate the development and review of the CEO's performance criteria for recommendation to Council.

ROLE

3. The role of the Committee is to: Assist Council in the engagement and oversight of an independent consultant to facilitate the CEO performance review process in accordance with the Model Standards for CEO Recruitment, Performance and Termination.
4. Liaise with the appointed consultant to:
 - a) Provide relevant information and documentation;
 - b) Establish the review timetable;
 - c) Determine the process for obtaining feedback from Council Members; and
 - d) Develop proposed performance criteria for the next review period.
5. Participate in, and oversee, the CEO performance review process with the CEO, elected members and the appointed consultant.
6. Consider the findings of the performance review and provide recommendations to Council regarding:
 - a) the outcome of the CEO's performance review;
 - b) any actions arising from the review; and
 - c) proposed performance criteria and key focus areas for the next review period.
7. Make any other recommendations to Council relating to the CEO's employment arising from the performance review process.

MEMBERSHIP

8. Members shall be appointed by Council resolution and shall comprise:
 - a) The Mayor; and
 - b) Three (3) Council Members
9. The Committee has no delegated authority.
 - a) Recommendations of the Committee shall have no effect unless adopted by Council resolution.
 - b) The Committee will receive administrative support from the Chief Executive Officer or their nominee, subject to confidentiality requirements.

MEETINGS

10. The Committee shall meet as required to facilitate the Review.
11. Meeting dates will be set by the Mayor in consultation with Committee members.

KEY FOCUS AREA

Document Control Box			
Version #	Decision Reference:	Date:	Resolution Number:
1.	Adopted	30 June 2026	90/26