City of Wanneroo

TERMS OF REFERENCE

Title:	**Chief Executive Officer Performance Review Committee**

Purpose and Role

The purpose of the Chief Executive Officer Performance Review Committee (**Committee**) is to ensure compliance with section 5.38 of the *Local Government Act 1995 (WA),* the Model Standards for CEO Recruitment, Performance and Termination (**Model Standards**) adopted by Council on 24 March (CEO2-03/26) and the City's Chief Executive Officer Performance and Termination Policy (**Policy**).

The Committee's role is to review the Chief Executive Officer's (**CEO**) performance on an annual basis and make recommendations to Council, on any proposed changes to the CEO's Contract of Employment, performance review process and/or key performance indicators. The review of the CEO's performance and any recommendations made to Council will be done in consultation with the CEO as required by cl. 16 of the Model Standards under the *Local Government (Administration) Regulations 1996*.

1. Aims & Functions

The Aim of the Committee is to:

1.1. Provide a forum for constructive two-way communication between Council and the CEO.
1.2. Monitor and support the CEO in the progression of KPIs.
1.3. Undertake the annual CEO performance review process.

The function of the Committee is to:

1.4. Review the CEO's performance in accordance with the appropriate provisions contained within the CEO's Contract of Employment.

1.5. Assist Council in oversight of an external consultant(s) engaged to assist the Committee and Council in conducting a CEO Performance Review in line with the Policy.

1.6. Review the Key Performance Indicators to be met by the CEO.

1.7. Review the CEO remuneration package, in accordance with the appropriate provisions within the CEO Contract of Employment and the most recent and applicable Salaries and Allowances Tribunal Determination for Local Government CEO's and Elected Members.

1.8. Review the CEO performance on an on-going basis and when deemed necessary in accordance with the appropriate provisions contained within the CEO Contract of Employment.

1.9. Define and establish any performance criteria for the next financial year period, in consultation with the CEO, for recommendation to Council arising from the performance of the review process.

2. Membership:

2.1. The Committee will comprise of the Mayor and up to four other Council Members appointed by an absolute majority decision of Council.

2.2. The independent consultant appointed to facilitate the CEO's performance review process in accordance with the Policy will not be a member of the Committee or have any voting rights but will be required to partake in committee meetings.

2.3. Council is required to decide, by absolute majority, the membership of the Committee.

2.4. If Council is required to remove a Council Member from the committee this must be made by an absolute majority.

2.5. Members must comply with the City's Council Member, Committee Member and Candidate Code of Conduct.

2.6. All members will be appointed for a term of two years and will be appointed at the first Council Meeting (Special or Ordinary) following the announcement of the Local Government Election results.

3. Presiding and Deputy Presiding Members:

3.1. Council, by absolute majority and in accordance with section 5.12 of the *Local Government* Act *1995,* will select a Presiding and Deputy Presiding member at a Council Meeting.

3.2. The Presiding Member will facilitate all meetings.

3.3. In the absence of the Presiding Member, the Deputy Presiding Member will perform the functions of the Presiding Member.

3.4. In the absence of both the Presiding Member and the Deputy Presiding Member, the Committee members present at the meeting are to choose one of themselves to facilitate the meeting.

4. Meeting Procedures:

4.1. The general affairs of the Committee shall be administered in accordance with the *Local Government Act 1995* and the *City of Wanneroo Standing Orders Local Law 2021*.

4.2. The City will ensure appropriate administrative support is provided by Legal and Governance Services.

4.3. All minutes shall be made available to all Council members.

4.4. The Committee shall meet at least quarterly a year to receive KPI progress updates and undertake the CEO's annual performance review.

4.5. All items discussed by the Committee and all information presented to the Committee must be treated as confidential and the meeting will be held in closed session as per section 5.23(2) of the *Local Government Act 1995*.

Resolutions

4.6. The Committee will communicate with Council by way of formal recommendation for the consideration of Council.

4.7. All appointed members of the Committee will have one vote. The Presiding Member will have the casting vote and a simple majority will prevail.

Quorum

4.8. A quorum will be a simple majority of the total number of members.

4.9. A quorum may include members of the Committee attending a meeting remotely where necessary.

5. Authority of Establishment

5.1. The Committee is established in accordance with section 5.8 of the *Local Government Act 1995.*

6. Delegated Authority:
6.1. The Committee does not have any delegated authority. The Committee will make recommendations to Council on report items. Report items will then be presented for Councils consideration at the next available Ordinary Council Meeting.

Administration Use Only			
Date of Council Establishment of Group:		26 August 2025	
Council Minute – Ref:		CE02-08/25	
Terms of Reference - HPE Ref:		25/336032	
HPE Container – Ref:		2391	
Operational Procedures - HPE Ref:			
Last Review Date:	May 2026	Next Review Date:	March 2028