Terms of Reference

Committee: CEO Performance Review Committee

Responsible Directorate: Corporate Strategy and Performance **Version:** ADOPTED

1. INTRODUCTION

1.1. The CEO Performance Review Committee (the Committee) is established under the powers given in section 5.8 of the *Local Government Act 1995* (the Act).

1.2. The Committee is established for the purpose of assisting the Council to fulfil its functions under the City of Busselton Standards for CEO Recruitment, Performance Review and Termination (CEO Standards) in relation to review of the Chief Executive Officer's (CEO) performance.

2. OBJECTIVE

2.1 The Committee is responsible for undertaking the performance review of the CEO and reporting findings and recommendations to the Council.

2.2 The functions of the Committee are to:

a. provide advice and recommendations to the Council in relation to the appointment of an independent facilitator should it so desire to assist the committee in conducting the CEO performance review;

b. develop, review and recommend to the Council performance criteria to be met by the CEO;

c. review the CEO's performance in accordance with the provisions contained within the CEO's contract of employment and the CEO Performance Review Policy;

d. report concluded findings and recommendations to the Council for consideration;

e. monitor the progress of achievement by the CEO against the performance criteria;

f. provide advice and recommendations to the Council on CEO remuneration reviews and assessments;

g. Provide advice and recommendations to the Council on the CEO Performance Review Policy.

3. MEMBERSHIP

3.1. Membership of the Committee will be between five and nine elected member positions, and the Council will invite all elected members to be members of the Committee.

3.2. Membership of the Committee will, unless determined otherwise, cease on the day of the next ordinary Council election.

3.3. The Council will invite and appoint new members to the Committee at the Council meeting following each Council election.

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3.4. Committee members must:

a. as soon as practicable after their appointment, complete appropriate training in the conduct of CEO performance reviews;
b. participate in the performance review process in a fair and impartial manner;
c. ensure their assessment of the CEO's achievements against the performance criteria is based on evidence;
d. maintain confidentiality in relation to the performance review and any information received; and
e. ensure accurate and comprehensive records are kept and provided to the City's administration for recording within the City's record keeping system.

4. PRESIDING MEMBER

4.1. The Council will appoint a Presiding Member and Deputy Presiding Member to conduct its business in accordance with s5.12 of the Act.

5. MEETINGS

5.1. The Committee will meet quarterly.

5.2. The Committee will report to the Council in accordance with clause 2.10 of the *City of Busselton Standing Orders Local Law 2018*.

5.3. Meeting Agenda papers are to be provided to members not less than five business days prior to the meeting.

5.4. The CEO will ensure that detailed minutes of all meetings are kept in accordance with the Part 14 of the *City of Busselton Standing Orders Local Law 2018*.

5.5. All members of the Committee will have one vote. If the vote of the members present is equally divided, the Presiding Member will cast a second vote.

5.6. Where the Committee makes a recommendation to the Council, the CEO will ensure that the recommendation is on the agenda of the next practicable ordinary Council meeting.

6. QUORUM

6.1. The quorum for a meeting will be at least 50% of the number of offices of membership, whether vacant or not.

7. DELEGATED POWERS

7.1. The Committee does not have authority to implement actions in areas over which the Chief Executive Officer has legislative responsibility and does not have any delegated power from the Council.

7.2. Committee recommendations are not binding on the Council and must be endorsed by Council to take effect.

8. EVALUATION OF COMMITTEE'S EFFECTIVENESS

8.1. At the meeting of the Committee prior to the ordinary Council elections, officers will present for the Councils consideration, a review as to the effectiveness and ongoing relevance of the Committee.

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9. APPROVAL

Council Adoption	**DATE**	12 November 2025	**Resolution #**	
Previous Adoption	**DATE**	16 October 2024	**Resolution #**	C2410/305

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