



## Chief Executive Officer Performance Review Committee – Terms of Reference

### Purpose

The purpose of the Chief Executive Officer Performance Review Committee (Committee) is to undertake the review of the Chief Executive Officer's (CEO) performance in accordance with the *Local Government Act 1995*, the Shire of Broomehill-Tambellup's Policy 1.1.4 CEO Recruitment, Performance and Termination Standards, Policy 1.1.5 CEO Performance Review, and the CEO's contract of employment.

### Roles and Functions

The role of the Committee is to:

1. Assist the Council in the engagement and oversight of a consultant to work with the committee, CEO and Council in conducting the CEO performance review in line with the process agreed between the CEO and Council (or consistent with the Standards and Department of Local Government Guidelines).
2. Conduct with the CEO, elected members and the consultant, the performance review process and provide a recommendation to Council on the result of the performance review.
3. Establish any additional performance criteria for the CEO, with the agreement of CEO, for recommendation to Council arising from the performance review process.
4. Make any other relevant recommendations relating to the CEO's employment, with the agreement of the CEO.

### Review Process

The review process must be a collaborative and constructive process and be aligned to the Shire's Strategic Community Plan and Corporate Business Plan.

Elected members participating in the review must:

- Show an ability to be fair and objective;
- Use good communications and evaluation skills; and
- Be able to concentrate on outcomes.

Council Policy 1.1.5 CEO Performance Review provides guidance for the review, and the Committee will set the procedure and timeline requirements for each review.



## **Membership**

The Committee will consist of the Shire President and four elected members, appointed by a resolution of the Council.

Membership of the Committee will, unless determined otherwise, cease on the day of the next ordinary Council election. The Council will appoint new members to the Committee at the Council meeting following each Council election.

If for any reason, a member is unable to hold office for the full period of their appointment, the Council shall fill that vacancy. The member appointed shall hold office for the balance of the term of the member originally elected.

The presiding member is to be appointed by the Committee at its first meeting immediately following the Council election.

The CEO and employees are not members of the Committee.

The Governance and Compliance Officer shall provide secretariat and administrative support to the Committee, by preparing agendas, minutes and organising meetings.

There are no external independent members of the Committee.

Unless otherwise agreed between the CEO and the presiding members, an independent consultant will facilitate the performance review process.

## **Training**

All elected members seeking appointment to the Committee must undertake, or have undertaken, the relevant CEO Performance Review training within six months of appointment.

## **Meetings**

The Committee shall meet four times per year to undertake the assessment of the CEO's performance and review status reports. Additional meetings may be convened at the discretion of the presiding member.

Meetings are not open to the public.

A meeting quorum is at least three members of the Committee.

Each member of the Committee at a meeting will have one vote.

If a member is unable to attend a meeting, they must advise the presiding member as soon as reasonably practicable.



Meeting agenda papers will be provided to members not less than 72 hours prior to the meeting.

### Reporting

Reports and recommendations of each Committee meeting shall be presented to the next ordinary Council meeting to obtain a formal decision, where applicable.

### Disclosures of Interest

Disclosures of Interest are to be made in accordance with the provisions of the *Local Government Act 1995*.

| Document Control Box              |                                                                                                                                                                |                          |                                        |                             |                   |                     |  |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------------------------------|-----------------------------|-------------------|---------------------|--|
| <b>Document Responsibilities:</b> |                                                                                                                                                                |                          |                                        |                             |                   |                     |  |
| <b>Owner:</b>                     | Chief Executive Officer                                                                                                                                        |                          |                                        | <b>Owner Business Unit:</b> | Office of the CEO |                     |  |
| <b>Reviewer:</b>                  |                                                                                                                                                                |                          |                                        | <b>Decision Maker:</b>      | Council           |                     |  |
| <b>Compliance Requirements:</b>   |                                                                                                                                                                |                          |                                        |                             |                   |                     |  |
| <b>Legislation:</b>               | Sections 5.8 to 5.25, <a href="#">Local Government Act 1995</a><br>Regulations 14 to 14B, <a href="#">Local Government (Administration) Regulations 1996</a> . |                          |                                        |                             |                   |                     |  |
| <b>Other:</b>                     |                                                                                                                                                                |                          |                                        |                             |                   |                     |  |
| <b>Organisational:</b>            | Council Policy 1.1.5 CEO Performance Review                                                                                                                    |                          |                                        |                             |                   |                     |  |
| <b>Document Management:</b>       |                                                                                                                                                                |                          |                                        |                             |                   |                     |  |
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| <b>Version #</b>                  | <b>Decision Reference:</b>                                                                                                                                     |                          | <b>Synopsis:</b>                       |                             |                   |                     |  |
| 1.                                | 20/10/2025 / resolution 107/25                                                                                                                                 |                          | Terms of Reference adopted by Council. |                             |                   |                     |  |
| 2.                                |                                                                                                                                                                |                          |                                        |                             |                   |                     |  |

