

Terms of Reference

Chief Executive Officer Review Committee

Purpose

The purpose of the Chief Executive Officer Review Committee is to ensure compliance with sections 5.39 and 5.39A of the *Local Government Act 1995* (WA) and the City of Bayswater CEO Review Policy; and

1. To ensure the annual review of performance is consistent with the principles and standards outlined by the Department of Local Government in the Operational Guideline 'Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination'.
2. To make recommendations to Council on any proposed changes to the Chief Executive Officer's Contract of Employment or Conditions of Employment.

Membership

Three Elected Members (a minimum of three is required under legislation).

The Mayor will be appointed to this Committee (ex-officio) and will be the Presiding Member in accordance with the CEO Performance Review Policy.

At least one member will be required to complete appropriate training in undertaking Chief Executive Officer performance reviews.

The quorum for this Committee is two members.

All other Councillors are appointed as Deputies.

Members must abide by the *City of Bayswater Code of Conduct for Council Members, Committee Members and Candidates*

The Council will engage an independent consultant to facilitate the CEO's performance review process in accordance with the CEO Performance Review Policy. The independent consultant will not be a member of the Committee or having any voting rights.

Delegated Authority

This Committee does not have any delegated authority. The Committee will make recommendations to Council on report items. Report items will then be presented for Council's consideration at the next available Ordinary Council meeting.

Meetings

Committee meetings are to be held in accordance with the *City of Bayswater Standing Orders Local Law 2021*.

The Committee shall meet at least once per year to undertake the CEO's annual performance review, or as required, at the City of Bayswater Civic Centre.

Liaison Officer

Chief Executive Officer