Chief Executive Officer's Performance Review Committee

Responsible Directorate: Chief Executive Officer

---

1. Purpose

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 Nedlands Standards for CEO Recruitment, Performance Review and Termination (CEO Standards) in relation to review of the Chief Executive Officer's (CEO) performance.

2. Scope

In managing the performance appraisal process, the Committee:

2.1 Will 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 (consistent with the Council's adopted CEO Performance Review Policy, Standards, Department of Local Government Guidelines, and the *Local Government Act 1995*).

2.2 Conduct with the CEO, Committee members and the consultant, the performance review process and provide a recommendation to Council on the result of the performance review.

2.3 Establish any additional performance criteria for the CEO, with the agreement of the CEO, for recommendation to Council arising from the performance review process.

2.4 Is to make recommendations to Council regarding:

a. The setting of goals and objectives
b. The measurement of key performance indicators (KPIs); and
c. Changes to the remuneration package within the terms of the Chief Executive Officer's contract.

3. Membership

Internal

3.1 The membership of the committee shall comprise the Mayor and one Councillor from each ward with voting rights with the Councillors being determined by nomination and if necessary, a ballot conducted at a Council Meeting.

3.2 Deputy members one from each ward, shall be appointed.

3.3 Deputy members are only required to attend and vote if the primary member is absent, an apology or on leave or has resigned.

3.4 If a vacancy on the committee occurs for whatever reason, then Council shall appoint a replacement in accordance with the same arrangements as for the original appointment.

3.5 The term of the presiding member and committee members will expire immediately prior to the next ordinary Council election.

3.6 The presiding member shall be determined by election amongst the members of the committee.

3.7 The election of the presiding member will take place at the first meeting following the reconstitution of the committee after each ordinary Council election.

3.8 Should the elected presiding member not be present during a meeting of the committee then a temporary presiding member shall be elected in accordance with 3.7 above.

External

3.9 An Independent Consultant, who is acceptable to both parties (CEO and Council) shall be appointed by Council to facilitate the Performance Review Process but is not a member of the committee.

4. Training

4.1 It is advised that Committee members should:

a. As soon as practicable after their appointment, undertake the CEO Performance Review Training facilitated by WALGA within six (6) months of their appointment to the Committee.*

*Subject to WALGA delivering the course in the appropriate timeframe.

5. Meetings

5.1 The Council Committee operates under the Council's Standing Orders Local Law.

5.2 The Committee shall formally meet three times a year. A schedule of meetings will be developed and agreed to by the members. Additional meetings may be called by the Presiding member

5.3 The Executive Officer will be the Committee's Administrator and will be a non-voting member. The Administrator's responsibility is to serve as a secretariat to the Committee by preparing agendas and minutes and ensuring timely distribution to all members; to ensure that meetings are effectively organized

and recorded and to provide administrative and governance support for the purposes of the Committee.

6. Quorum

6.1 The quorum for a meeting will be 50% of the offices of the Chief Executive Officer's Performance Review Committee as per section 5.19 of the *Local Government Act 1995*.

7. Delegated Powers

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

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

8. Staff

8.1 The following staff will attend committee meetings to provide technical support and advice:

a. Manager Human Resources
b. Chief Executive Officer; (when invited)
c. Executive Officer
d. Other staff may attend committee meetings when requested by the Committee through the Chief Executive Officer

9. Disclosures of Interest

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

Document Control box			
Document Responsibilities:			
Owner:	Council	**Owner Business Unit:**	Governance & Risk Management
Inception Date:	22 April 2026	**Decision Maker:**	Council
Review Date:	Following Elections	**Repeal and Replace:**	
Version history:			
Compliance Requirements:			
Legislation:	***Local Government Act 1995* (WA)**		
Delegation:	NA		
Council Plan 2023 - 2033	Performance 11. Effective leadership and governance.		