

**TERMS OF REFERENCE**  
**Chief Executive Officer Review Committee**

<b>Purpose:</b>	<p>The purpose of the Chief Executive Officer Review Committee is:</p> <ol style="list-style-type: none"> <li>1. To ensure compliance with Section 5.39 and 5.39A of the <i>Local Government Act 1995</i> (WA); and</li> <li>2. 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' (<a href="https://www.dlgsc.wa.gov.au/department/publications/publication/appointing-a-ceo">https://www.dlgsc.wa.gov.au/department/publications/publication/appointing-a-ceo</a>), specifically: <ul style="list-style-type: none"> <li>• The principles of fairness, integrity and impartiality;</li> <li>• The minimum approved standards; namely <ul style="list-style-type: none"> <li>○ S2.1 Performance criteria is specific, relevant, measurable, achievable and time-based.</li> <li>○ S2.2 The performance criteria and the performance process are recorded in a written document, negotiated with and agreed upon by the CEO and council.</li> <li>○ S2.3 The CEO is informed about how their performance will be assessed and managed and the results of their performance assessment.</li> <li>○ S2.4 The collection of evidence regarding performance outcomes is thorough and comprehensive.</li> <li>○ S2.5 Assessment is made free from bias and based on the CEO's achievements against documented performance criteria, and decisions and actions are impartial and transparent.</li> <li>○ S2.6 The council has endorsed the performance review assessment by absolute majority.</li> </ul> </li> <li>• To make recommendations to Council on any proposed changes to the Chief Executive Officer's Contract of Employment or Conditions of Employment.</li> </ul> </li> </ol>
<b>Training in CEO Performance Reviews:</b>	At least one member will be required to appropriate training in undertaking Chief Executive Officer performance reviews.
<b>Elected Member membership:</b>	Three Elected Members*. (OCM: 26.10.2021)  <i>*minimum three required under legislation</i>
<b>External Member membership:</b>	Nil.
<b>Role of Representatives:</b>	<p>The roles and responsibilities of the City of Bayswater representatives on this Committee are:</p> <ul style="list-style-type: none"> <li>• Member in own right; and</li> <li>• Spokesperson for City of Bayswater.</li> </ul>
<b>Delegated Authority:</b>	Nil.
<b>Meetings:</b>	Committee meetings are to be in accordance with the <i>City of Bayswater Standing Orders Local Law 2021</i> .
<b>Meeting Frequency:</b>	Quarterly or as required.
<b>Meeting Date and Time:</b>	When suitable.
<b>Location:</b>	City of Bayswater Civic Centre
<b>Liaison Officer:</b>	Chief Executive Officer.