

**Purpose**

The purpose of the Chief Executive Officer Review Panel 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**

Four Elected Members

The Mayor will be appointed to this Panel (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.

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 Panel or having any voting rights.

**Delegated Authority**

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

**Meetings**

The Panel 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