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## CEO PERFORMANCE REVIEW COMMITTEE

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### STATEMENT

Section 5.38 of the Local Government Act 1995 states that an annual review of the CEO is to be conducted at least once in relation to every year of employment.

### SCOPE

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This Policy applies to the CEO and Council Members and those Council Members appointed to the Committee at any given time.

### OBJECTIVE

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- The Chief Executive Officer's Performance Review Committee is responsible for evaluating the CEO performance and remuneration.
- The Performance Appraisal and Remuneration Review Committee meet as required.
- The CEO's Contract of Employment specifies the performance criteria for the purpose of reviewing the CEO's performance.

### ROLES & RESPONSIBILITIES

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- To perform the functions of a selection panel for appointing a CEO pursuant to section 5.36 of the Act.
- To appraise the performance of Council's CEO.
- To review the remuneration of the CEO annually.

### CONTENT

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#### 1. Committee Membership

- a. The Committee shall comprise of at least three (3) Regional Councillors in accordance with s5.8 of LGA 1995;
- b. Membership requires an absolute majority decision of the Council;
- c. All members shall have full voting rights; and
- d. Committee membership shall have a term of two years.

#### 2. Advisors to the Committee

- a. External consultants experienced in human resource relations may be engaged to advise the Committee as required.

#### 3. Powers of the Committee

- a. The Committee is to report to Council and provide appropriate advice and recommendations, on matters relevant to its objectives, in order to facilitate informed decision-making by Council in relation to the legislative functions and duties that have not been delegated to the CEO.
- b. The Committee has delegated authority to appoint external consultant(s) experienced in human resource relations to facilitate in performance reviews and give advice to the committee.

#### 4. Meeting Requirements

- a. The Committee shall meet as required and as called by the presiding member, majority of members on the Committee, or the SMRC CEO.
- b. The meetings are closed to the public.
- c. The Agenda and reports are confidential in accordance with section 5.23(2)(a)
- d. The Minutes are to be available for public inspection five days after the meeting.

#### 5. Code of Conduct

- a. All Members of the Committee shall abide by the SMRC's adopted Code of Conduct for Committee/Advisory Group Members.

### REFERENCES & REVIEW

<b>Statutory Compliance</b>	<ul style="list-style-type: none"> <li>▪ Local Government Act 1995</li> <li>▪ SMRC Standing Orders Local Law 2008</li> </ul>	
<b>Organisational Compliance</b>	<ul style="list-style-type: none"> <li>▪ Code of Conduct for Committee/Advisory Group Members</li> <li>▪ CEO Contract of Employment</li> </ul>	
<b>Approved by</b>	Regional Council – Resolution No: 17.02.05	
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<b>Related Documents</b>		
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### DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	SMG	CEO	Council
2013	Original	1.10	DCS	HRM			28/02/2013
2015	Review	1.10	DCS	DCS			26/2/2015
2017	Review	1.10	DCS	EMCS			23/02/2017