

1.0 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.

Section 5.39A(1) of the Local Government Act 1995 sets out the Model standards for CEO recruitment, performance and termination.

2.0 SCOPE

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

3.0 OBJECTIVE

- 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.

4.0 ROLES & RESPONSIBILITIES

- 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.

5.0 CONTENT

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.

Issued: February 2024	Review Date: February 2026	Title: CORPORATE POLICY NO 1.10 CEO PERFORMANCE REVIEW COMMITTEE	Version 6
Prepared: EMGC	Reviewed by: EMGC	Approved: COUNCIL	Page 1 of 3
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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 RRG 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 Regional Council's adopted Code of Conduct for Councillors.

6. STANDARDS FOR REVIEW OF PERFORMANCE OF CEOS

1. Overview

Standards to be observed by the local government in relation to the review of the performance of the CEO.

2. Performance review process to be agreed between local government and CEO

- (1) The local government and the CEO must agree on —
 - (a) the process by which the CEO's performance will be reviewed; and
 - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

(2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 3, 4 and 5.

(3) The matters referred to in subclause (1) must be set out in a written document.

3. Carrying out a performance review

(1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.

- (2) The local government must —
 - (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
 - (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

4. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

5. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

- (a) the results of the review; and
- (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

Issued: February 2024	Review Date: February 2026	Title: CORPORATE POLICY NO 1.10 CEO PERFORMANCE REVIEW COMMITTEE	Version 6
Prepared: EMGC	Reviewed by: EMGC	Approved: COUNCIL	Page 2 of 3
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6.0 REFERENCES & REVIEW

Statutory Compliance	<ul style="list-style-type: none"> ▪ Local Government Act 1995 ▪ RRG Standing Orders Local Law 2008 	
Organisational Compliance	<ul style="list-style-type: none"> ▪ Code of Conduct for Councillors ▪ CEO Contract of Employment 	
Approved by	Regional Council	
Next Revision Date	Feb 2026	
Related Documents	CEO Recruitment, Performance and Termination Policy 1.16	
Policy Administration	Responsible Officer	Review Cycle
Corporate	Executive Manager Corporate Services	Biennial
Risk Rating	Operational Risk Register – Risk Medium	
Location of document	Staff Intranet Head Office, 9 Aldous Place, Booragoon – Corporate Services	

7.0 DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2013	Original	1	DCS	HRM	28/02/2013
2015	Review	2	DCS	DCS	26/02/2015
2017	Review	3	DCS	EMCS	23/02/2017
2020	Review	4	EMCS	EMCS	27/02/2020
2022	Review	5	CSM	EMCS	24/02/2022
2024	Review	6	EMGC	EMGC	22/02/2024

Issued: February 2024	Review Date: February 2026	Title: CORPORATE POLICY NO 1.10 CEO PERFORMANCE REVIEW COMMITTEE	Version 6
Prepared: EMGC	Reviewed by: EMGC	Approved: COUNCIL	Page 3 of 3
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