



Chief Executive Officer's Performance Review Committee Terms of Reference

Responsible Director/s	Director Corporate Services
Responsible Business Unit/s	Human Resources
Quorum	8

1. Name

The name of the committee shall be the "Chief Executive Officer's Performance Review Committee", established by the City of Stirling under Section 5.8 of the *Local Government Act (1995)*.

2. Aims and Objectives

The purpose of the committee is as follows:-

- To review the Chief Executive Officer's performance in accordance with the appropriate provisions contained within the Chief Executive Officer's Employment Agreement.
- To prepare and table the concluded report, in accordance with the appropriate provisions within the Chief Executive Officer's Employment Agreement.
- To review the Key Performance Indicators to be met by the Chief Executive Officer.
- To utilise the results Performance Review process to review the remuneration of the Chief Executive Officer as outlined in the relevant Clauses of the Chief Executive Officer's Employment Agreement.

3. Membership

The Committee shall consist of the following:-

- The Mayor
- All Elected Members

All appointments to the Committee shall be appointed by Council.

4. Committee Operations

- The general affairs of the Committee shall be administered in accordance with *Local Government Act 1995*.
- The Committee shall be structured as follows:-
Mayor as Presiding Member (in accordance with Performance Review Process Implementation Guidelines endorsed by Council on 17 February 2009).
- The Committee may manage and institute any rules considered necessary for the day-to-day operations of the Committee.

Chief Executive Officer's Performance Review Committee Terms of Reference as at May 2022



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- The Terms of Reference are to be reviewed in line with the election of new members

5. Meetings

- The Committee shall meet as and when required.

6. Minutes

- The Governance Officers will be responsible for keeping minutes of all business transacted at each meeting and will present the minutes to the next meeting of the Committee for confirmation.
- The minutes shall be made available to all Elected Members.