

## **TERMS OF REFERENCE**

### **CEO PERFORMANCE REVIEW PANEL**

#### **Purpose**

The Panel is to report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference in order to facilitate informed decision making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the Chief Executive Officer (CEO).

The Panel does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated power from Council. The Panel does not have any management functions and cannot involve itself in management processes or procedures.

#### **Objective**

The primary objective of the CEO Performance Review Panel is in all circumstances, to obtain and consider sufficient information to make unbiased, objective recommendations to Council on CEO contract reviews/renewals, performance and remuneration reviews and annual goals and targets in accordance with the City of Belmont 'Standards for CEO Recruitment Performance and Termination'.

Reports from the Panel will assist Council in discharging its legislative responsibilities of governing the local government's affairs.

#### **Duties and Responsibilities**

The duties and responsibilities of the Panel members will be to –

1. Make recommendations to Council on CEO performance reviews;
2. Review and recommend annual goals and targets for the CEO against key result areas to Council for consideration;
3. Make recommendations to Council on CEO remuneration reviews and assessments;
4. Make recommendations to Council on CEO contract reviews and/or renewals.

#### **Membership**

Presiding Member: Mayor

Deputy Presiding Member: Deputy Mayor

Members: All other Elected Members

### **Staff Attendees**

The following staff will attend Panel meetings to provide technical support and advice as required:

- Chief Executive Officer, as appropriate
- Executive Manager People and Culture
- Manager Governance and Legal, as required; and
- Additional staff where relevant to the agenda (with CEO approval where appropriate).

### **Other Attendees**

Relevant persons may be invited to attend and address or advise the Panel, within the ambit of its scope and where necessary with the approval of the CEO and the Presiding Member.

### **Meetings**

The Panel shall have flexibility in relation to when it needs to meet, but as a minimum shall meet once a year to undertake the CEO's annual Performance Review in accordance with the Employment Contract. It is the responsibility of the Presiding Member to call the meetings of the Panel.