



Chief Executive Officer's Performance Review Committee Terms of Reference

Responsible Director/s	Director Corporate Services
Responsible Business Unit/s	Governance, People Services
Quorum	8

1. Establishment

The Chief Executive Officer's Performance Review Committee is established by the City of Stirling under Section 5.8 of the *Local Government Act 1995*.

2. Objectives

The objectives of the committee are 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 unless otherwise determined by Council:-

- The Mayor
- All Elected Members
- Presiding Member and Deputy Presiding Member (to be appointed by Council)

All appointments to the Committee shall be by nomination and appointed by Council.

4. Committee Operations

- The general affairs of the Committee shall be administered in accordance with the *Local Government Act 1995* and the City's adopted Meeting Procedures.
- The Committee may institute and manage any other rules considered necessary for the day-to-day operations of the Committee.

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- Where the Committee does not have the necessary delegated authority, recommendations from the Committee must be considered by Council before implementation.
- The Committee is to be cognisant of the City's adopted Model Standards for CEO Recruitment, Performance and Termination Policy.
- The Terms of Reference are to be reviewed in line with the election of new members and any amendment is to be submitted for Council approval prior to Committee adoption.

5. Meetings

The Committee shall meet as determined by Council or as required.

6. Minutes

- The Manager Governance 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 on the City's website to all Elected Members and the public.

Office Use Only	
Reviewed/Modified	
28 October 2025	Council Resolution Number 1025/007

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