8.4 APPOINTMENT OF COUNCIL MEMBERS TO CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW PANEL

Attachments: **Nil**

RECOMMENDATION:

That Council:

1. **APPOINTS the following Council Members to the Chief Executive Officer (CEO) Performance Review Panel for the term 22 October 2025 to the next ordinary local government election, 16 October 2027:**

    1. **Mayor Xamon - *Chairperson***
    2. **Cr ……**
    3. **Cr ……**
    4. **Cr ……**

2. **NOTES appointed Council Members are required to undertake relevant CEO performance review training course provided by the Western Australian Local Government Association (WALGA), or similar industry recognised training provider, within six months of appointment to the panel.**

PURPOSE OF REPORT:

To appoint Council Members to the CEO Performance Review Panel for the 2025–2027 term in accordance with the City's *Policy – CEO Annual Performance Review*.

BACKGROUND:

The City's Policy CEO Annual Performance Review (Policy) sets out the process for the annual review and remuneration assessment of the Chief Executive Officer (CEO).

In accordance with this policy, Council is required to establish a CEO Performance Review Panel (Panel) consisting of the Mayor as Chairperson and at least two other Council Members, appointed for a two-year term expiring at the next ordinary local government election.

At its meeting held on 21 November 2023, Council appointed Mayor Alison Xamon (Chairperson), Cr Castle, Cr Alexander, and Cr Hallett to the Panel for a term expiring at the 2025 local government election.

DETAILS:

The Panel has carriage and oversight of the CEO's annual performance and remuneration review process, including:

- determining the scope of work to engage an independent consultant;
- reviewing consultant quotations and making a recommendation to Council on appointment;
- managing the consultant on Council's behalf;
- reviewing the CEO's performance outcomes and remuneration recommendations; and
- discussing proposed Key Performance Indicators (KPIs) and measures with the CEO.

All Council Members appointed to the Panel are required to undertake relevant CEO performance review training within six months of their appointment.

The Panel operates in accordance with the City's Policy and the Model Standard for CEO Recruitment, Performance and Termination (CEO Standards).

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

Clause 1 of Policy states that:

"*1.1 The Council shall establish a CEO Performance Review Panel (the Panel) to have carriage and oversight of the Annual Review Process.*

1.2 The Panel shall be appointed by resolution of Council for a two year term ending on the date of the next ordinary local government election.

1.3 The Panel shall comprise up to four members, including the Mayor as Chairperson and at least two other Council Members.

1.4 The primary functions of the Panel are to:

(a) Subject to clause 2.4, determine the scope of work to engage a consultant to assist with the conduct of the review process;

(b) Review quotations received from consultants to assist with the conduct of the review process;

(c) Provide a recommendation to Council on the appointment of a suitable consultant to assist with the conduct of the review process;

(d) Manage the consultant appointed by Council;

(e) Review the results of the performance review process and remuneration review and provide a recommendation to Council on the same; and

(f) Discuss possible KPIs and measurements with the CEO for reporting to Council arising from the performance review process."

Section 5.39B of the *Local Government Act* requires a local government to prepare and adopt (by absolute majority) standards to be observed by the local government for CEO recruitment, performance and termination.

These standards must incorporate the standards prescribed in regulation. Council adopted CEO Standards at its 23 March 2021 meeting.

RISK MANAGEMENT IMPLICATIONS:

Low: Appointment of Council Members to the Panel will ensure the CEO's annual review process is conducted in accordance with the Policy.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

Innovative and Accountable

We are open and accountable to an engaged community.

Our community is aware of what we are doing and how we are meeting our goals.

SUSTAINABILITY IMPLICATIONS:

This does not contribute to any environmental sustainability outcomes. This action/activity is environmentally neutral.

PUBLIC HEALTH IMPLICATIONS:

This does not contribute to any priority health outcomes of the City's *Public Health Plan 2020-2025*.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.