

Greater Geraldton CEO Performance Review Panel

Terms of Reference

Purpose

The Council has a responsibility under section 5.38 of the *Local Government Act 1995* and City of Greater Geraldton's Standards for CEO Recruitment, Performance and Termination to review the CEO performance at least once annually plus set performance criteria so the CEO is clear on the expectations of Council.

Objectives

The Greater Geraldton CEO Performance Review Panel will:

- a. Develop annual performance indicators and measures for the Chief Executive Officer.
- b. Undertake an annual performance review of the Chief Executive Officer.
- c. Report findings and recommendations to Council for consideration.
- d. Appoint an independent facilitator to assist the Panel and Council to undertake the ongoing performance review of the Chief Executive Officer, if required.

Division 3 of the [City of Greater Geraldton's Standards for CEO Recruitment, Performance and Termination](#) outlines the standards for reviewing the performance of Chief Executive Officers (CEOs).

Membership

The CEO Performance Review Panel will comprise of five (5) Council Members, including the Mayor and Deputy Mayor, appointed by Council.

Chairperson

The CEO Performance Review Panel will select a Chairperson and Deputy Chairperson at the first meeting held after establishment.

City of Greater Geraldton - support staff

Director Corporate Services or delegate, including:
Manager People, Safety and Wellbeing

Term of Office:

Membership of the Panel shall be a period of two (2) years and is to align with the local government elections cycle, with membership expiring on the next ordinary local government election day.

Quorum and Meeting Frequency

A quorum shall be by at least 50% of the number of offices (whether vacant or not) of members of the Panel.

Meetings are held at a minimum once per year.

Delegation and Reporting Procedure

The Panel does not have delegated powers and is not a decision-making body, therefore does not require voting protocols or other decision-making mechanisms.

Meeting minutes will be presented to Council as a Confidential Attachment to a subsequent report in relation to CEO Performance Review Panel activities.

Recordkeeping:

Support staff will prepare meeting agendas, record minutes of meetings and ensure minutes are recorded in accordance with the *State Records Act 2000*, the City's records management policies and plans, and captured in the approved EDRMS.

Training:

It is recommended that Panel members attend the WALGA CEO Performance Review training course, prior to the commencement of the 2026 CEO Performance Review process. The course covers the legal responsibility of Council Members to review the annual performance of their CEO, the planning and processes involved with the annual appraisal, assessing achievements and setting goals.

Council Resolutions:

Date:

Item Number:

Greater Geraldton Crime Prevention Working Group

Purpose

To provide a forum for Council to consult with key stakeholders and the broader community to seek advice, input and feedback on matters pertaining to the City's Community Safety and Crime Prevention Plan and related topics across the City of Greater Geraldton.

Ensure alignment with the community's desired outcomes and detailed in the Strategic Community Plan 2025 – 2035 and the Community Safety and Crime Prevention Plan 2024-2029.

Objectives

The Greater Geraldton Crime Prevention Working Group will:

- a. Advise on the ongoing implementation and evaluation of the Community Safety and Crime Prevention Plan 2024-2029
- b. Provide a forum for dissemination and consideration of information to the local community.
- c. Provide a forum for sharing of information between stakeholders and discussion regarding roles in addressing community safety and crime prevention.
- d. Provide information and advice to Council on issues impacting on the community's participation in and experience of community safety and crime prevention. across Greater Geraldton.

Membership and Chairperson

A minimum of three (3) Council Members appointed by Council.

A minimum of one (1) WA Police representative;

A minimum of one (1) relevant Non-government Organisation representative;

A minimum of one (1) community member who may be a young person; and

A minimum of one (1) Business and Industry representative.

Members may only be added to the Group by Council.

All members represent the community interest and not individual or sectional interests.

The Group will select the Chairperson and Deputy Chairperson which is to be a Council Member at the first meeting held after establishment.

City of Greater Geraldton - support staff

Director of Community and Culture or delegate, including:

Manager Community and Cultural Development

Coordinator Youth Development

Youth Development Officer
Community Safety and Crime Prevention (CCVT) Officer
Administration Support Officer (minute and agenda support)

Term of Office:

The term of membership of the Group shall be a period of two (2) years and is to align with the local government elections cycle, with membership expiring at the next ordinary local government election.

Quorum and Meeting Frequency

A quorum for meetings of the Group shall consist of 50% of its appointed members.

Meetings are held at minimum two (2) times per year at the Civic Centre Office.

Delegation and Reporting Procedure

The Group does not have delegated powers and is not a decision-making body, therefore does not require voting protocols or other decision-making mechanisms. Any advice provided by the Group will be reached by consensus. Where differing views may be expressed by the Group, these views will be reflected in any reports and statements issued.

Recommendations made by the Group require consideration and investigation by Support Staff before approval is sought from Council to be fully endorsed and acted upon.

Items considered at the meeting will not be voted upon. The minutes of the Working Group will record consensus agreement on actions and any points of agreement or disagreement.

Meeting minutes will be circulated to Group members and made available to all Council Members by electronic means.

Council Resolutions:

Date:
Item Number:

Greater Geraldton Art Reference Group

Purpose

To provide a forum for Council to consult with stakeholders and the broader community to seek advice, input and feedback on arts related cultural, community and place-based initiatives and matters across the City of Greater Geraldton. This includes ensuring alignment with the community's desired cultural outcomes as outlined in the Strategic Community Plan 2025–2035 and other relevant strategic documents.

Objectives

The Greater Geraldton Art Reference Group will:

- Assist and advise Council regarding key issues relating to the arts across the City of Greater Geraldton.
- Provide a forum for the dissemination, consideration and exchange of information within the local community.
- Provide feedback on the implementation and evaluation of relevant guiding strategic plans and policies.
- Provide information and advice to Council on issues impacting community participation, access and experience in the arts.
- Facilitate opportunities for community members to meet regularly, share interests and contribute to the development of inclusive and responsive services.
- Promote awareness of the potential opportunities of community facilities and initiatives in delivering arts initiatives and activities.
- Encourage collaboration and cooperation among community groups and venue users to ensure effective and equitable use of resources and spaces.
- Act as a reference group for relevant projects, policy and strategic plan reviews and initiatives as appropriate.

Membership and Chairperson

A minimum of three (3) Council Members appointed by Council.

A minimum of three (3) volunteer community representatives to collectively represent a diverse range of arts interests.

Members may only be added to the Group by Council.

All members represent the community interest and not individual or sectional interests.

The Group will select the Chairperson and Deputy Chairperson which is to be a Council Member at the first meeting held after establishment.

City of Greater Geraldton – Support Staff

Director of Community and Culture or delegate, including:

Relevant Team Manager
Relevant Coordinator and Support Staff
Administration Support Officer (minute and agenda support)

Term of Office

The term of membership of the Group shall be a period of two (2) years and is to align with the local government elections cycle, with membership expiring at the next ordinary local government election.

Quorum and Meeting Frequency

A quorum for meetings of the Group shall consist of 50% of its appointed members.

Meetings are held at a minimum of two (2) times per year at the Civic Centre Office.

Delegation and Reporting Procedure

The Group does not have delegated powers and is not a decision-making body, therefore does not require voting protocols or other decision-making mechanisms.

Any advice provided by the Group will be reached by consensus. Where differing views may be expressed by the Group, these views will be reflected in any reports and statements issued.

Recommendations may be made by the Group that may require consideration and investigation by Support Staff prior to any potential presentation to Council for its consideration.

Items considered at the meeting will not be voted upon. The minutes of the Group will record consensus agreement on any recommendations and any points of agreement or disagreement.

Meeting minutes will be circulated to the Group members and made available to all Council Members by electronic means.

Council Resolutions

Date:
Item Number:

Greater Geraldton QEII and Seniors Centre Reference Group

Purpose

To provide a forum for Council to consult with stakeholders and the broader community to seek advice, input and feedback on matters relating to QEII and seniors' initiatives across the City of Greater Geraldton. This includes ensuring alignment with the community's desired cultural outcomes as outlined in the Strategic Community Plan 2025–2035 and other relevant strategic documents.

Objectives

The Greater Geraldton QEII Centre Reference Group will:

- Assist and advise Council regarding key issues relating to QEII Centre and seniors across the City of Greater Geraldton.
- Provide a forum for the dissemination, consideration and exchange of information with the local community.
- Provide feedback on the implementation and evaluation of relevant guiding strategic plans and policies.
- Provide information and advice to Council on issues impacting community participation, access and experience in the QEII Centre and seniors' activities.
- Facilitate opportunities for community members to meet regularly, share interests and contribute to the development of inclusive and responsive services.
- Promote awareness of the potential and opportunities of community facilities and initiatives.
- Encourage collaboration and cooperation among community groups and venue users to ensure effective and equitable use of resources and spaces.
- Act as a reference group for relevant projects, policy and strategic plan reviews and initiatives as appropriate.

Membership and Chairperson

A minimum of three (3) Council Members appointed by Council.

A minimum of three (3) volunteer community representatives to collectively represent a diverse range of QEII Centre or seniors' interests.

Members may only be added to the Group by Council.

All members represent the community interest and not individual or sectional interests.

The Group will select the Chairperson and Deputy Chairperson which is to be a Council Member at the first meeting held after establishment.

City of Greater Geraldton – Support Staff

Director of Community and Culture or delegate, including:

Relevant Team Manager
Relevant Coordinator and Support Staff
Administration Support Officer (minute and agenda support)

Term of Office

The term of membership of the Group shall be a period of two (2) years and is to align with the local government elections cycle, with membership expiring at the next ordinary local government election.

Quorum and Meeting Frequency

A quorum for meetings of the Group shall consist of 50% of its appointed members.

Meetings are held at a minimum of two (2) times per year at the Civic Centre Office.

Delegation and Reporting Procedure

The Group does not have delegated powers and is not a decision-making body, therefore does not require voting protocols or other decision-making mechanisms.

Any advice provided by the Group will be reached by consensus. Where differing views may be expressed by the Group, these views will be reflected in any reports and statements issued.

Recommendations may be made by the Group that may require consideration and investigation by Support Staff prior to any potential presentation to Council for its consideration.

Items considered at the meeting will not be voted upon. The minutes of the Group will record consensus agreement on any recommendations and any points of agreement or disagreement.

Meeting minutes will be circulated to the Group members and made available to all Council Members by electronic means.

Council Resolutions

Date:
Item Number:

Greater Geraldton Heritage Reference Group

Purpose

To provide a forum for Council to consult with stakeholders and the broader community to seek advice, input and feedback on heritage related matters across the City of Greater Geraldton. This includes ensuring alignment with the community's desired cultural outcomes as outlined in the Strategic Community Plan 2025–2035 and other relevant strategic documents.

Objectives

The Greater Geraldton Heritage Reference Group will:

- Assist and advise Council regarding key issues relating to heritage across the City of Greater Geraldton.
- Provide a forum for the dissemination, consideration and exchange of information within the local community.
- Provide feedback on the implementation and evaluation of relevant guiding strategic plans and policies.
- Provide information and advice to Council on issues impacting community participation, access and experience in heritage activities.
- Facilitate opportunities for community members to meet regularly, share interests and contribute to the development of inclusive and responsive services.
- Promote awareness of the potential opportunities of community facilities and initiatives in delivering heritage related outcomes.
- Encourage collaboration and cooperation among community groups and venue users to ensure effective and equitable use of resources and spaces.
- Act as a reference group for relevant projects, policy and strategic plan reviews and initiatives as appropriate.

Membership and Chairperson

A minimum of three (3) Council Members appointed by Council.

A minimum of three (3) volunteer community representatives to collectively represent a diverse range of heritage interests.

Members may only be added to the Group by Council.

All members represent the community interest and not individual or sectional interests.

The Group will select the Chairperson and Deputy Chairperson which is to be a Council Member at the first meeting held after establishment.

City of Greater Geraldton – Support Staff

Director of Community and Culture or delegate, including:
Relevant Team Manager

Relevant Coordinator and Support Staff
Administration Support Officer (minute and agenda support)

Term of Office

The term of membership of the Group shall be a period of two (2) years and is to align with the local government elections cycle, with membership expiring at the next ordinary local government election.

Quorum and Meeting Frequency

A quorum for meetings of the Group shall consist of 50% of its appointed members.

Meetings are held at a minimum of two (2) times per year at the Civic Centre Office.

Delegation and Reporting Procedure

The Group does not have delegated powers and is not a decision-making body, therefore does not require voting protocols or other decision-making mechanisms.

Any advice provided by the Group will be reached by consensus. Where differing views may be expressed by the Group, these views will be reflected in any reports and statements issued.

Recommendations may be made by the Group that may require consideration and investigation by Support Staff prior to any potential presentation to Council for its consideration.

Items considered at the meeting will not be voted upon. The minutes of the Group will record consensus agreement on any recommendations and any points of agreement or disagreement.

Meeting minutes will be circulated to the Group members and made available to all Council Members by electronic means.

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