

Chief Executive Officer Performance Review Committee (CPC)



Terms of Reference

Purpose

To assist Council to fulfil its functions in relation to review of the Chief Executive Officer's performance, in accordance with statutory requirements and the Chief Executive Officer's Contract of Employment.

Background

1. The Chief Executive Officer Performance Committee (CPC) is a formally appointed Committee of Council.
2. Section 5.38 of the *Local Government Act 1995* (the Act) requires that the local government (Council) undertake a review of the performance of the Chief Executive Officer (CEO) on at least an annual basis.
3. The review must be undertaken in accordance with Schedule 2 of the *Local Government (Administration) Regulations 1996*, adopted as the City of Cockburn Standards for CEO Recruitment, Performance and Termination (the Standards).

Objectives and Duties

1. The CPC is responsible for considering reports relating to the CEO's performance review and making recommendations to Council regarding:
 - a. The results of the review;
 - b. Any additional performance criteria and Key Performance Indicators (KPIs) for the next review period;
 - c. Any other matters relating to the performance of Council's functions in accordance with the Act and the Standards.

Membership

1. The CPC will comprise of all Elected Members, who shall be appointed by Council for a two year term, in accordance with the two year Electoral Cycle.

Meetings

1. The CPC shall meet as may be required to undertake the functions of the Committee.
2. Meetings shall be held in person.
3. The CEO and appropriate Executive and administrative staff shall attend each meeting of the CPC to provide the necessary advisory, administrative and secretarial support to the CPC.

4. The City will engage an independent consultant to facilitate the CEO's performance review process. The consultant will attend meetings and present to the CPC as required.
5. Meetings will not be open to the public.

Delegation

Nil.

Reporting

1. The Minutes of each Meeting are forwarded for inclusion on the Agenda of the next practicable Ordinary Council Meeting for the Committee recommendations to be considered in accordance with the *Standing Orders Local Law 2016*.
2. Reports from CPC are referred to the next practicable Ordinary Council Meeting for determination by Council.
3. Reports to Council shall include any recommendations from the Committee and the Officer Recommendation.
4. As reports from CPC deal with matters relating to an employee, the reports to Council will be confidential under Section 5.23(2)(a) of the Act.

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