

Chief Executive Officer Performance Forum (CPF)

Terms of Reference

Purpose

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

Background

1. The Chief Executive Officer Performance Forum (CPF) is a Forum for the review of CEO Performance.
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 CPF 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 CPF 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 CPF shall meet as may be required to undertake the CEO Performance Review functions.
2. Meetings may be called by the Mayor or the Council and shall be convened by the CEO.
3. Meetings shall be held in person.
4. The CEO and appropriate Executive and other officers shall attend each meeting of the CPF to provide the necessary advisory, administrative and secretarial support to the CPF.
5. The City will engage an independent consultant to facilitate the CEO's Performance Review Process. The consultant will attend meetings and present to the CPF as required.
6. Meetings will not be open to the public.

Delegation

Nil.

Reporting

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

Strategic Link:	Strategic Community Plan 'Listening and Leading'
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