



# Organisational Performance Committee (OPCo)

## Terms of Reference

### Background

1. The Organisational Performance Committee is a formally appointed Committee of Council.
2. Section 5.38 of the *Local Government Act 1995* (The Act) and Regulation 18D of the *Local Government (Administration) Regulations 1996* (The Regulations) require that the local government (Council) undertake a review of the performance of the Chief Executive Officer (CEO) on at least an annual basis.
3. Section 5.56 of the *Local Government Act 1995* and Regulation 19C of the *Local Government (Administration) Regulations 1996* (The Regulations) require that the local government (Council) must adopt and apply strategic performance indicators as a measure of its organisational planning framework.
4. Sections 5.42, 5.43 and 5.44 of the *Local Government Act 1995* provides Council with the power to delegate some of its functions and powers to the CEO and for the CEO to sub delegate some functions and powers to other officers.

### Objectives and Duties

1. The OPCo is responsible for recommending the Key Performance Indicators (KPIs) related to the CEO role and for monitoring the progress of achieving the KPIs. In determining the extent and ongoing status of the KPIs, the Committee may resource the assistance of external expertise to monitor and make recommendations to the Committee on the performance of the CEO.
2. The OPCo will also assist in setting and monitoring Strategic KPIs for measuring Organisational Performance.
3. The OPCo will also assist the CEO in recommending a Succession Planning Framework for the roles of Acting CEO and the seven (7) Executive Officers.
4. The OPCo will also be responsible for overseeing the regular (at least annual) review of the delegations of functions and power to the CEO.
5. The OPCo will be responsible for recommending the endorsement and oversight of the City's Remuneration Policy in relation to the CEO, Executive, Senior Leadership Team and the Enterprise Agreement principles.

### Membership

1. The OPCo will comprise of a minimum of four Elected Members, who shall be appointed by Council.
2. City staff, under the direction of the CEO, shall provide secretarial and administrative support to the Committee

## Meetings

1. The Committee shall meet five (5) times each year, on the fourth Thursday in February, April, June, August and October and on other occasions as may be required to consider the functions of the Committee.
2. The Committee shall be held in person at 6:00pm to 7:00pm or at 7:30pm to 8:30pm on a rotating basis with the other three Committees as determined in advance, in accordance with the two-year Electoral cycle.
3. Any external Consultant or officer of the City of Cockburn may be invited to attend any Meeting of the Committee to address a particular item of business on the Agenda.
4. The CEO and / or any City Officers in attendance at the Committee Meetings may be required to leave the Meeting upon a motion to that effect being carried at the Meeting. In addition, the CEO and any officer in attendance will be required to declare a Financial Interest in any item to be considered at the Committee Meeting which impacts on their Employment Contract.

## Delegation

1. Nil

## Reporting

1. The Committee shall ensure that 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.
2. The Report to Council accompanying the Minutes shall provide a summary of the matters considered at the relevant Committee meeting.