

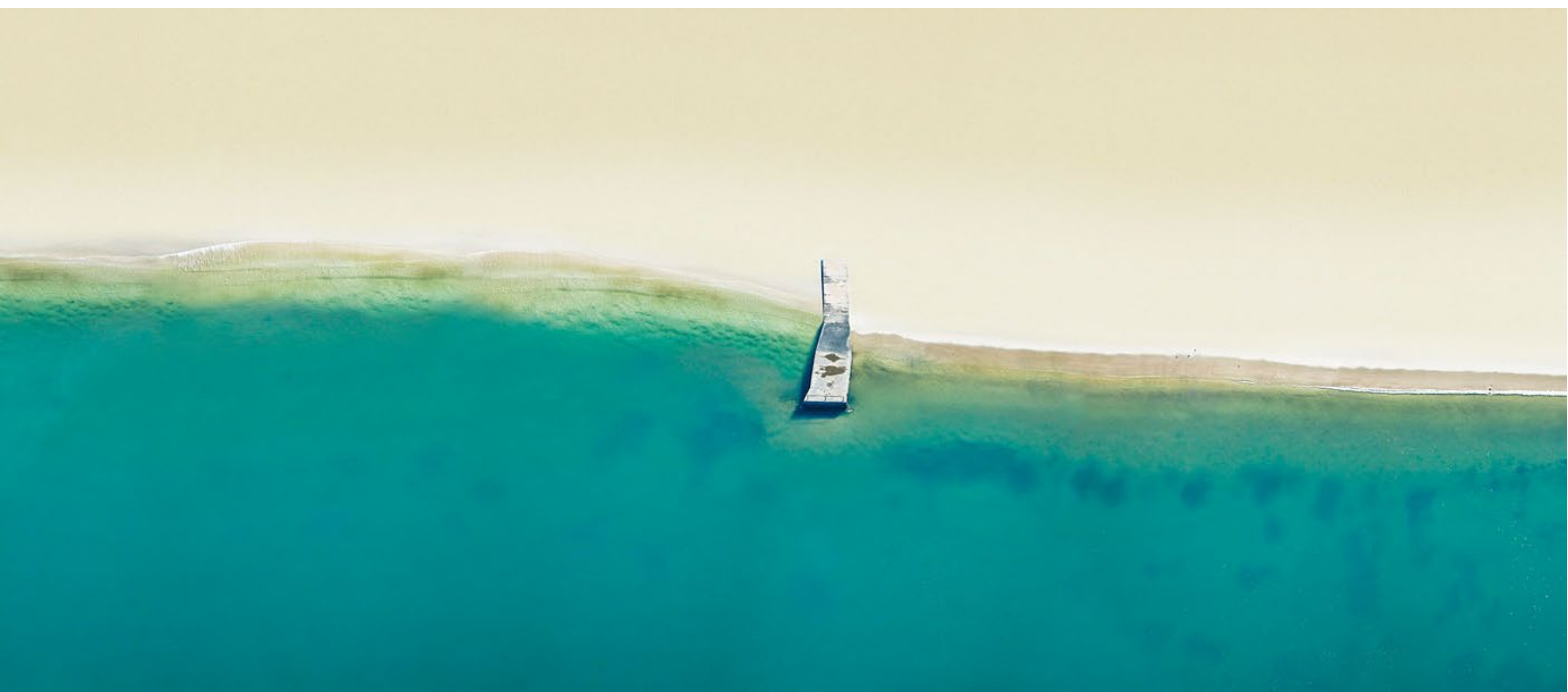


Bayside Council

Serving Our Community

Corporate Performance Committee Terms of Reference

February 2022



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Corporate Performance Committees Terms of
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1 Purpose

To make recommendations to Council in relation to matters falling within the responsibility of the Corporate Performance Advisory Committee.

To support the success of Council's Integrated planning and reporting framework goals and objectives through the provision of strategic direction and informed decision making.

The Advisory Committee provides advice on strategic direction, priorities and policy principles related to the Committee function. The terms of reference outlines function, structure, authority and reporting requirements of the Advisory Committee.

The objective/function of the Corporate Performance Advisory Committee is to consider all issues relating to corporate performance. The Committee shall have responsibility for consideration of all matters/issues related to all functions that fall within the respective directorate including including but not limited to the following: -

Budget; financial & operating reporting; statutory accounts and reports; cash management. integrated planning and reporting (delivery program, operational plan and reporting); long term financial plan; employment and industrial policies; insurance; risk management; information management and technology; rating policy; electoral matters; organisation development; public relations and communications strategy, administer community grants program, corporate branding, image and marketing; establishment of fees and charges; corporate governance; councillor support, policy direction and review, organisational structure, advocacy, corporate branding, grant applications, elections, meeting schedules, inter-governmental relations, legal, legislative compliance; electoral, ward and suburb boundaries proposals; inquiries and reviews.

The role of the Corporate Performance Advisory Committee includes but not limited to related to the following functions: -

Development and review of Council policies.

Identification of entrepreneurial activities to assist Council's long-term financial strategy.

Financial - The financial planning and management of Council.

Budgeting*

Rates, Fees & Charges*

Resourcing Strategy*

Grant funding applications

Community Grants Distribution including Financial Assistance*

Governance & Policy*

Tenders*

Submissions to external bodies e.g. IPART, Office of Local Government

Reporting on Performance*

IP&R Framework (Delivery Program, Operational Plan and Reporting) *

2 Interpretation

For the purpose of this document:

Member means a member of the Corporate Performance Advisory Committee.

Committee means Corporate Performance Advisory Committee.

Council means Bayside Council.

Chairperson means the chairperson of the Corporate Performance Advisory Committee or Sub-Committee appointed by Council.

Mayor means the elected Mayor.

3 Status of Committee

Corporate Performance Advisory Committee is an 'advisory committee' of Council, as defined in Council's Code of Meeting Practice.

4 Delegations

Corporate Performance Advisory Committee may make recommendations to Council on all matters before it. These recommendations are submitted via the minutes of each meeting to Council for consideration.

Advisory Committees do not have the power to incur expenditure, nor do they have the power to bind Council.

5 Membership

5.1 Overview

Corporate Performance Advisory Committee comprises Councillors only with the attendance of the Respective Director, General Manager and any other nominated Council officer.

5.2 Councillors

Council appoints the number of Councillors to be members of an Advisory Committee. As per Council resolution (Min No.2022/034) this Advisory Committee is to consist of 7 Councillors.

All other Councillors are welcome to attend meetings of an Advisory Committee as observers and contribute to discussions but are not entitled to vote.

5.3 Chair and Deputy Chair

The Chairperson is the Mayor, otherwise, if the Mayor does not wish to be the chairperson of a committee, either

(a) a member of the committee elected by the council, or

(b) if the council does not elect such a member, a member of the committee elected by the committee.

The Deputy Chairperson – Council to elect a member of a committee as deputy chairperson of the committee or if the council does not make the election, the committee may elect a deputy chairperson.

5.4 Quorum

The quorum for the Corporate Performance Advisory Committee is **four (4)** member Councillors present (i.e., half the total members plus one).

All Councillors that are not members of this Advisory Committee be appointed as alternate members to fill quorum in times when a quorum can't be achieved due to absences or conflicts of interest.

If a quorum is not present within 30 minutes of the time appointed for the commencement of the meeting, the meeting lapses.

In the event of a tied vote, the Chairperson can exercise a casting vote.

5.5 Term of office

Corporate Performance Advisory Committee members are appointed for a period coinciding with a Mayoral term.

A member continues as a member of the Committee until the next ordinary election of the Mayor, or the next general election of Council, or until the Committee is disbanded or completes its purpose in accordance with these Terms of Reference, if such event occurs before the next general local government election.

Any casual vacancy in membership is to be filled by Council appointment.

6 Other attendance

6.1 Community representation

The Chairperson and/or the General Manager may invite community representatives and/or technical specialists to specific meetings of the Corporate Performance Advisory Committee in order to assist the Committee in the consideration of matters before it.

Such community representatives attend at the invitation of the Chairperson, are not entitled to vote, and may be requested to leave the meeting if confidential matters are before the Committee.

6.2 Council staff

Corporate Performance Advisory Committee is supported by Council officers, who will provide technical support and secretariat services. Council officers are not entitled to vote. The Council officers are nominated by the General Manager.

Corporate Performance Advisory Committee is serviced by the respective divisional Director.

6.3 General public

Corporate Performance Advisory Committee meetings are open to the public. However, if confidential matters are before the Advisory Committee, members of the public will be requested to leave the meeting whilst the Advisory Committee is in Closed Session.

Members of the public who wish to make representations on an item listed on the Agenda to the Advisory Committee can address the Advisory Committee via Public Forum at the Advisory Committee meeting. Public Forum will be held as per Council's Code of Meeting Practice.

7 Support

7.1 Sub-committees

The Council may establish sub-committees; and appoint members and respective chairpersons to support the work of Advisory Committees.

7.2 Specialist support

Council provides specialist information on the areas of interest of Advisory Committees. Such information includes:

- Proposing strategic issues for consideration by the Committee.
- Background research on issues relevant to the Committee.
- Preparation of reports on issues to be considered in Committee meetings.

7.3 Administrative support

Council provides administrative support as determined by the General Manager to assist Advisory Committees in their deliberations. Such support includes:

- Preparing and publishing notices of meeting, agendas and minutes.
- Liaising with Council officers of any reports and actions required.
- Arranging meeting venues and refreshments.

8 Meeting schedule

Corporate Performance Advisory Committee normally meet once a month on the **first Wednesday of the month and will be held at the conclusion** of the City Services Advisory Committee after a ten (10) minute break. The City Services Advisory Committee commences at 6:30pm at the Botany Town Hall on the same day (except during the summer recess).

The frequency and location of meetings may be varied by the Chairperson in consultation with the General Manager, following consideration of the matters before it and notification provided in accordance with Council's Code of Meeting Practice.

The location, date and time for meetings is advised on the meeting notice, which will be provided to members along with the business paper in accordance with the Code of Meeting Practice.

9 Meeting practices and procedures

The administrative provisions of Council's Code of Meeting Practice apply, in addition to any higher standard imposed by these Terms of Reference.

Where possible, or otherwise approved, the meetings of Corporate Performance Advisory Committee will be held the first Wednesday of the month (except during the summer recess).

The proceedings of each meeting are recorded in minutes of the meeting, including but not limited to those present, apologies, conflict of interests, public forum and recommendations on matters before the Committee.

The minutes of each meeting are submitted to the next available Council Meeting with a view to the Committee's recommendations being considered.

10 Administrative Procedures

The General Manager may approve administrative procedures that support these Terms of Reference. The procedures may address such issues as:

- Agendas, reports, and minutes arrangements
- Council officer responsibilities.

11 Document control

11.1 Review

The Committee and this Terms of Reference will be reviewed at least at the commencement of each term of Council.

Apart from any inconsequential editing, amendments to these Terms of Reference are approved by the Council.

11.2 Version history

Version	Release Date	Author	Reason for Change
1.0	11/02/2022	Cathryn Bush	New document
1.1	23/2/2022	Cathryn Bush	Adopted by Council with minor modification