



CITY OF PLAYFORD GOVERNANCE REVIEW COMMITTEE

CHARTER

(approved by Ordinary Council 9/09/08)

1. Role

The Committee's role is to recommend to Council the best practice governance processes for the City of Playford which encourage inclusive and engaged decision making with the Playford community.

2. Terms of Reference

The Committee's terms of reference are to:

- Consider all matters relating to the governance (decision making) framework of the City of Playford so that the framework can promote efficient and effective decisions by Council whilst also satisfying legislative requirements and Council's obligation to the Community. This can include but is not limited to:
 - The decision making process of Council
 - Delegations
 - Elected Member Representation on Committees
 - Timing and Format of Meetings
- Ensure that the governance framework complies with the requirements set out in the Local Government Act 1999 and the Local Government (Procedures at Meetings) Regulations 1999.
- To present recommendations to Council on the application of best practice principles for:
 - Achieving a positive culture
 - Creating a climate for engaged and informed decision making
 - Achieving a shared vision
 - Achieving clarity and appreciation of various roles and responsibilities
 - Engagement with our community
 - Increasing the community's role in decision making
 - Creating opportunities for Elected Members to raise governance related issues for discussion and decision.

3. Authority

The decisions of the Committee will be recommendations to Council.

The Committee is authorised by the Council to undertake work to effectively and efficiently meet the objectives described by its role and the terms of reference.

The Committee will have no standing financial delegations. If required for a specific purpose, these will be sought from Council at the time or where appropriate through the Chief Executive Officer's delegation.

4. Meetings

The Committee will meet monthly as required.

5. Membership

The committee is comprised of three Elected Members, three City of Playford staff, the Mayor and the Chief Executive Officer.

6. Membership Nominations

Through their positions in the organisation, the Mayor and the Chief Executive Officer will be full members of the Committee in their own right.

The three Elected Members will be endorsed by Council Resolution.

The three City of Playford staff members will be appointed by the Chief Executive Officer.

The term of appointment for all nominated members will be from July to June and will be one (1) year duration.

7. Term and Role of the Presiding Member

The Committee will elect its Presiding Member at its July meeting.

The term of the Presiding Member appointment will be for a period of one (1) year.

The Presiding Member's role is to:

- Oversee the conduct of meetings in accordance with the Local Government Act 1999 Meeting Regulations and the Playford Council and Committee Meetings Code of Practice.
- Ensure all members of the Committee have opportunities to participate in debate and discussions in an open and encouraging manner.
- Where a matter has been debated significantly and no new information is being discussed the Presiding Member may call the meeting to order and ask for the debate to be finalised and a recommendation be put forward.
- Produce a monthly Communique to be distributed to all Elected Members to update Elected Members on the activities of the Committee.

8. Reporting and Review of the Committee

- Recommendations by the Committee will be referred to the next Council Meeting for final resolution. Decisions made by the Committee under its delegated authority will be reported by the distribution of its minutes.
- The Presiding Member of the Committee will produce an informal communiqué on a monthly basis, detailing the activities of the Committee. This document will be distributed to all Elected Members.
- An Annual Report will be prepared for endorsement by the Committee at the July meeting each year. The Committee will review its performance annually in line with Council's financial calendar year, which will include a time of self-reflection.
- In reviewing its performance, the Committee will have regard to:
 - Key Achievements for the past year, including the assessment of the percentage of work completed from the Committee's annual workplan, including the intangible benefits eg culture change.
 - Key Challenges for the coming year
 - Attendance by members
 - Length of Meetings

The results of this review will be included in the Committee's Annual Report, which will be presented to an Ordinary Council meeting.