



**CITY OF PLAYFORD  
ECONOMIC AND CORPORATE COMMITTEE CHARTER**

Endorsed at Ordinary Council 26/07/2011

**1. Role**

The Committee's role is to:

- Provide proactive direction for management and Elected Members within its Terms of Reference and in relation to the Council Plan.
- Provide advice to the Strategic Planning Committee and recommendations to Council on the items put forward to members for consideration

**2. Terms of Reference**

The Committee's terms of reference are to:

- Review service levels and analyse Council's long term initiatives related to economic prosperity and organisational excellence.
- Review and analyse performance of the Council related to economic prosperity and organisational excellence.
- Assess the Council's strategic response to economic prosperity and organisational excellence, as per the Council Plan.
- Refer requests for investigation into policy matters outside of the economic prosperity and organisational excellence goals to the appropriate committee.

**3. Delegations**

The Committee may:

- Approve minutes as a true and accurate record of proceedings
- Appoint a presiding member
- Approve their work plan
- Establish the agenda format
- Establish the meeting regulations
- Determine if an item should be considered in confidence
- Approve their annual report.

#### **4. Meetings**

The Committee will meet on the second Tuesday of the month on an as needs basis. Meetings will occur sometime between 7 – 10pm in the Council Chambers at the Playford Civic Centre, 10 Playford Boulevard, Elizabeth.

No other business will be conducted after the Meeting, unless there is agreement between the Mayor and the CEO.

Committee meetings may be cancelled by the Presiding Member of the Committee, in consultation with other Committee members and the relevant General Manager providing support to the Committee.

Special meetings of the Committee may be necessary from time to time.

An agenda will be prepared and distributed to all Elected Members on the Thursday prior to the meeting. Agendas for special meetings may be distributed in a shorter timeframe and will provide at least a minimum of four (4) hours notice having regard for the urgency of the matter(s) being considered.

Minutes of meetings (in accordance with legislative requirements) will be kept and provided to all Councillors. The minutes will only record recommendations and resolutions of the meeting.

#### **5. Membership**

The Committee is comprised of seven (7) Elected Members plus the Mayor. The composition of Elected Members to the Committee will be by resolution of Council.

The Mayor (Principal Member) is an ex officio member of the Committee.

#### **6. Term and Role of the Presiding Member**

The Committee will elect its Presiding Member at its first meeting following the general Council elections and in July each year thereafter. The Presiding Member will take up office from 1 August following the election in July.

In the year that the General Council Elections are held in October/November, the term of the Presiding Member will be for eighteen (18) months, that is, from the first meeting following the General Council Elections until the July two years later.

The Presiding Member's role is to:

- Oversee the conduct of meetings in accordance with the Local Government Act 1999
- Meeting Regulations and the 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 discussion to be finalised and a recommendation be put forward.

## **7. Role of the Administration**

Council's managers and delegated officers may provide advice to Elected Members during the debate and discussion of items to ensure Elected Members have suitable and accurate information to aid their decision making.

Administration officers do not have a decision making role but may provide advice and further clarification of issues if requested by the Presiding Member.

## **8. Reporting and Review of the Committee**

Motions without Notice will not be considered by the Committee

Recommendations of the Committee will be referred to the next Council Meeting for final resolution.

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.

In reviewing its performance the Committee will have regard to:

- Its contribution to the development of the Council Plan (service levels and review of strategy).
- Its analysis of organisational performance in relation to the Council Plan.

The results of these reviews will be included in the Committee's Annual Report.

## **9. Deputations**

- The Council Committee may resolve to allow a deputation to appear if it is the business of that committee.
- A deputation must not exceed five minutes except with the consent of the Council or Committee.

## **10. Petitions**

Under the Local Government Act (procedures at meetings Regulations 2000 Reg 11, a petition must be received by Council; petitions will not be received by committees.

## **11. Committee Business**

The business of the committee is as per the Council Plan Goals of Economic Prosperity and Organisational Excellence.

## **12. Code of Practice**

This charter is to be read in conjunction with the City of Playford's Code of Practice for Council, Special Council and Committees.