



CITY OF PLAYFORD

**CITY ASSETS & SERVICES COMMITTEE
CHARTER**

Endorsed at Ordinary Council 27/11/2012

1. Role

The Committee's role is to:

- Provide proactive direction for management and Councillors 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 the organisational department areas of City Services & Asset Services.
- Review and analyse performance of the Council related to the organisational department areas of City Services & Asset Services.
- Assess the Council's strategic responses to its Council Plan as related to the organisational departments of City Services and Asset Services.
- Develop and endorse Council Policy related to the organisational departments of City Services and Asset Services.

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 commence no earlier than 7.00 p.m. and no later than 8.00 p.m. and will be held at the Playford City Centre, 10 Playford Boulevard, Elizabeth. The City Assets & Services Committee and City Strategy and Enterprises Committee will alternate between the Council Chambers and Committee Room, unless otherwise agreed upon with the Committee Chairs and Executive Officers.

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 eight (8) 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 by 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 organisational department areas of City Services & Asset Services.

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 Committee Meetings.