

STRATEGY AND SERVICES COMMITTEE CHARTER

1 Role

The role of the Committee is to:

- 1.1 Act in an advisory capacity to the Council regarding all high level operations.
- 1.2 Monitor the operational performance of the Council as it relates to the delivery of services to standards.
- 1.3 Hear community deputations and representations on matters important to the community.

2 Terms of Reference

The Committee will provide advice on matters relating to:

- 2.1 Development of the Annual Business Plan and Budget, Long Term Financial Plan and Asset Management Plans for Council consideration.
- 2.2 Review and develop operational aspects of Council business.
- 2.3 Review and develop Council service standards assessed against community need.
- 2.4 Performance reporting of the Council.

3 Definitions

As specified in the City of Playford Global Glossary.

4 Functions

The Committee may undertake the following:

- 4.1 Approve Committee Minutes as a true and accurate record of proceedings.
- 4.2 Consider and provide a response to LGA Circulars or other business of a strategic nature, in line with the Committee's role.
- 4.3 Determine the Playford Position on Notices of Motion for ALGA and LGA Meetings, in the case that timing of the release of the ALGA or LGA Agenda falls outside a Council Meeting.
- 4.4 Allow community deputations and representations on matters that are important to the community.
- 4.5 Any other business referred to the Committee in accordance with its Role and Terms of Reference that is not listed as a function of the Committee; may be debated with a recommendation referred to the next Ordinary Council Meeting for consideration.

5 Meetings

- 5.1 The Committee will meet on the 2nd Tuesday of each month, excluding January, starting at 7:00pm. The Chief Executive Officer, in consultation with the Presiding Member may determine on reasonable grounds that a meeting is not required to take place where there:
- a. are insufficient items for consideration by the committee to warrant a meeting being held;
 - b. there are unforeseeable, unusual or emergency circumstances for the meeting not being held.
- 5.2 The Committee will meet in the Council Chambers at the Playford Civic Centre, 10 Playford Boulevard, Elizabeth.
- 5.3 Meetings may be conducted via electronic means.
- a. A member of the Council participating in a Council meeting by electronic means is taken to be present at the meeting provided that the member:
 - i. can hear all other members present at the meeting;
 - ii. can be seen and heard by all other members present at the meeting; and
 - iii. can be heard by the person recording the minutes of the meeting.
- 5.4 Special Meetings of the Committee may be necessary from time to time and may be called in accordance with Section 87 of the *Local Government Act 1999*. Notice of a Special Committee Meeting may be at a minimum of four hours notice, due to the urgency of the matters on the agenda.

6 Membership

- 6.1 The Committee shall comprise of the Mayor and Councillors.
- 6.2 The Presiding Member will be appointed by the Committee from within the Committee.
- 6.3 The term of the Presiding Member will be one (1) year, after which they may stand for re-election.
- 6.4 The term of the Presiding Members appointment will be for a period not exceeding the next General Election.
- 6.5 Membership of the Strategy and Services Committee is for the current term of the Council.

7 Role of the Presiding Member

- 7.1 Oversee the conduct of meetings in accordance with *the Local Government Act 1999* and Code of Practice for Council and Committee Meetings.
- 7.2 Ensure all Committee Members have the opportunity to participate in debate and discussions in an open and encouraging manner.
- 7.3 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 proceed to voting.

8 Role of Committee Members

- 8.1 Actively participate in the debate in debate and discussion in a professional manner at all times.
- 8.2 Be prepared and informed of Committee Meeting matters prior to the meeting.
- 8.3 Utilise the skills and experience of the Committee Members to effectively carry out the Committee's role.

9 Role of Administration

- 9.1 An Executive Officer is appointed by the CEO to support the administration and operation of the Committee.
- 9.2 The Executive Officer and relevant staff may provide advice as required during meetings to assist with informed decision making.
- 9.3 A minute taker will be provided to the Committee.

10 Reporting and Review

- 10.1 Council will assess the on-going role and effectiveness of the Committee as part of the Committee Review following a General Election or as required by Council.

11 Supporting Documents

- 11.1 *Local Government Act 1999*
- 11.2 *Local Government (Procedures at Meetings) Regulations 2013*
- 11.3 Code of Practice for Council and Committee Meetings
- 11.4 Code of Practice for Public Access to Meetings and Meeting Documents
- 11.5 City of Playford Global Glossary

12 Document Control

- 12.1 Approved by Ordinary Council Resolution 5208 on 29 November 2022.
- 12.2 Before using a printed copy, please verify it is the current document.