

Service Review Committee

Terms of Reference

Record number	D24/10666
Committee Members	Elected Member(s): Cr Rob Unger (<i>Presiding Member</i>) Mayor Marijka Ryan Cr Kimberley Drozdoff Cr Kristianne Foreman Cr Marina Champion Cr Blake Lawrenson
Last reviewed	27 February 2024
Adoption reference	Council
Resolution number	394
Previous review dates	29 November 2022

1. Purpose

The purpose of the Service Review Committee is to oversee and advise the Council regarding reviews of all services to ensure the ongoing efficiency, relevance and sustainability of Council operations for our Community, to maintain alignment with Council's Financial Sustainability Policy principles, to deliver and demonstrate value for our community.

The Committee is established under section 41 of the Local Government Act 1999 (the Act).

2. Roles and Functions

The Committee performs the following roles and functions:

1. Review services to consider their alignment to the role of a council, functions of a council, and principles to be observed by a council pursuant to sections 6, 7 and 8 of the Act, and seek to balance the provision of services, facilities and programs with the financial impact on ratepayers.
2. Establish priorities for the service review work plan.
3. Provide oversight of planning, scoping and delivery of the service review work plan/program.
4. Review and comment on reports relating to service reviews, continuous improvement projects, and associated service levels.
5. Provide input into the service reviews and levels, and provide feedback on service review recommendations – considering alignment with Financial Sustainability Policy principles, and the Strategic Plan 2025.
6. Make recommendations to the Council on service reviews and service levels, including new or amended Council policy positions to be considered and developed.
7. Be guided by Council's existing policies unless they are being specifically reviewed at the time. The Committee will not recommend policies or variations to policies which contradict legislation, existing Council policies or similar documents.
8. Review and evaluate reporting on organisational performance against service levels and Key Performance Indicators (KPIs) etc which have been determined by Council.
9. Consider any relevant matter which may be referred to it by the Council or another Council Committee
10. Exercise any power, function or duty that may be delegated to it from time to time by the Council.

At the discretion of the CEO or relevant General Manager, urgent matters may go directly to the Council for consideration and may bypass the Committee meeting process.

3. Meetings

- 3.1 The Committee will meet once a quarter on a third Tuesday of a month commencing at 6.30pm, with meeting dates either set by Council or the Chief Executive Officer. *(Refer to Delegations Register under the Act (section 87) regarding who can call, reschedule and cancel meetings).*
- 3.2 Meetings will be held at Council's Civic Centre, by electronic means or such other location as determined by the Committee or Council. The CEO will maintain procedures for Members who may attend by electronic means.
- 3.3 Meetings of the Committee will be held in accordance with:
1. Local Government Act 1999
 2. Local Government (Procedures at Meetings) Regulations 2013, specifically Part 2 for key Committees.
 3. Council's Code of Practice for Meeting Procedures
 4. Council's Code of Practice – Access to Council and Committee Meetings and Documents
- 3.4 The Committee will terminate at the end of the Council term unless terminated earlier by resolution of the Council.

4. Membership

- 4.1 The Committee will comprise of five (5) Elected Members appointed by the Council, one being the Presiding Member of the Committee.
- 4.2 An Elected Member on the Committee will hold office only while they are a member of the Council.
- 3.2.1 Elected Members of the Committee will hold office until the conclusion of the Local Government periodic election or their appointment is revoked by the Council.
- 4.3 The Committee may co-opt, or make use of the services of any other person for the purpose of investigating or deliberating on any specific matter or on any other temporary basis subject to available funds for such purposes and with the approval of the CEO. A person invited to assist the Committee is not a member and does not have a right to vote.

5. Quorum

5.1 A quorum for the Committee will be three (3) members as resolved by the Council on 29 November 2022 (resolution number 14 in accordance with the *Local Government (Procedures at Meetings) Regulations 2013*, regulation 26(b)).

6. Voting

6.1 Each member of the Committee at a meeting will have one vote.

6.2 In accordance with regulation 27 of the *Local Government (Procedures at Meetings) Regulations 2013*, the Presiding Member will have a deliberative vote but does not, in the event of an equality of votes, have a casting vote.

6.3 In the event of a tied vote the matter will be referred to the Council for deliberation.

7. Reporting

7.1 A report will be provided to Council outlining policies that are adopted under the Committee's delegations.

7.2 The Committee may provide an annual report to the Council on the work of the Committee during the period to which the report relates.

8. Delegations

The Committee will have the delegated power to make decisions on matters relating to:

- a. Determine the times and places of its meetings pursuant to section 87(1) of the Act
- b. Implement any delegated authority given to it by Council as set out in Council's Delegations Register (refer Table 1)

Table 1 – Summary of items delegated to Committee or recommended to Council

TOR	Function	Delegation	Conditions / Limitations
2.1	Review services to consider their alignment to the role of a council, functions of a council, and principles to be observed by a council pursuant to sections 6, 7 and 8 of the Act, and seek to balance the provision of services, facilities and programs with the financial impact on ratepayers	Recommendation to Council	N/A
2.2	Establish priorities for the service review work plan.	Committee delegation	Within allocated budget or resources
2.3	Provide oversight of planning, scoping and delivery of the service review work plan/program.	Committee delegation	Within allocated budget or resources
2.4	Review and comment on reports relating to service reviews and associated service levels.	Committee delegation	Within allocated budget or resources
2.5	Provide input into the service reviews and levels, and provide feedback on service review recommendations – considering alignment with Financial Sustainability Policy principles, and the Strategic Plan 2025	Committee delegation	Within allocated budget or resources
2.6	Make recommendations to the Council on service reviews and service levels, including new or amended Council policy positions to be considered and developed, as well as recommendation initiation of community engagement.	Recommendation to Council – for service levels, major policy changes and community engagement Committee delegation – minor variations to policies (not substantially altered in content or policy position)	Within allocated budget or resources

2.7	Be guided by Council's existing policies unless they are being specifically reviewed at the time. The Committee will not recommend policies or variations to policies which contradict legislation, existing Council policies or similar documents.	Committee delegation	N/A
2.8	Review and evaluate reporting on organisational performance against service levels and Key Performance Indicators (KPIs) etc which have been determined by Council	Committee delegation	N/A
2.9	Consider any relevant matter which may be referred to it by the Council or another Council Committee	Committee delegation	Within allocated budget or resources
2.10	Exercise any power, function or duty that may be delegated to it from time to time by the Council	Committee delegation	Within allocated budget or resources