

**MINUTES
OF THE SERVICE REVIEWS COMMITTEE MEETING OF THE CITY OF TEA TREE
GULLY HELD ON WEDNESDAY 6 OCTOBER 2021 AT 6.37PM IN THE CIVIC
CENTRE, 571 MONTAGUE ROAD, MODBURY**

1. Opening and Welcome

Cr Field read the Acknowledgement of Country Statement.

2. Attendance Record:

2.1 Present – Physical Attendance

Crs R Unger (*Presiding Member*), B Rankine, L Petrie and P Field.

2.2 Apologies

Crs L Jones and J Lintvelt

2.3 Record of Officers in Physical Attendance onsite

Mr J Moyle	Chief Executive Officer
Mr R McMahon	Director Organisation Services & Excellence
Mrs C Neil	Director Community & Cultural Development
Ms I Cooper	Manager Governance & Policy
Mr W Richards	Manager ITS Solutions

2.4 Record of Number of Persons in the Public Gallery

Nil

2.5 Record of Media in Attendance

Nil

3. Confirmation of Minutes to the Previous Meeting

Moved Cr Field, Seconded Cr Petrie

That the Minutes of the Service Reviews Committee Meeting held on 8 September 2021 be confirmed as a true and accurate record of proceedings.

Carried Unanimously (9)

4. Public Forum - Nil

5. Deputations - Nil

6. Presentations

6.1 Community Value Program ICT Review Scoping (D21/76736)

Mr Wayne Richards, Manager IT Solutions discussed the Community Value Program ICT Review Scoping.

7. Petitions – Nil

8. Declaration of Conflicts of Interests – Nil

9. Adjourned Business– Nil

10. Motions Lying on the Table – Nil

11. Management Reports

Office of the Chief Executive Officer - Nil

Assets & Environment - Nil

Organisational Services & Excellence

11.1 Revised Policy Framework (D21/75612)

Ms Ilona Cooper, Manager Governance & Policy provided an overview on the proposed approach for the revised Policy Framework.

Moved Cr Field, Seconded Cr Petrie

That having considered the report titled “Revised Policy Framework” and dated 6 October 2021, the Service Reviews Committee supports the concept of the revised approach to Council’s Policy Framework and requests that this subject also be presented to Council’s Governance and Policy Committee for feedback.

Carried Unanimously (10)

11.2 Service Standards (D21/76663)

Mr Ryan McMahon, Director Organisational Services & Excellence presented the Community Value Program Overview of Service Process and Communications.

Moved Cr Field, Seconded Cr Rankine

That the Service Reviews Committee endorses the proposed approach to document Operational Service Standards as detailed in the report titled “Service Standards” and dated 6 October 2021.

Carried Unanimously (11)

Community & Cultural Development - Nil

- 12. Notice(s) of Motions - Nil**
- 13. Motions without Notice - Nil**
- 14. Questions on Notice - Nil**
- 15. Questions without Notice - Nil**
- 16. Information Reports – Nil**

17. Status Report on Council and Committee Resolutions - Nil

18. Other Business - Nil

19. Section 90(2) Local Government Act 1999 – Confidential Items - Nil

20. Date of Next Ordinary Meeting

1 December 2021

The Presiding Member declared the meeting closed at 9.17pm.

Confirmed.....
Presiding Member 1 December 2021