

**MINUTES
OF THE SERVICE REVIEW COMMITTEE MEETING
OF THE CITY OF TEA TREE GULLY HELD ON WEDNESDAY 18 OCTOBER 2023
AT 6.30PM IN THE CIVIC CENTRE, 571 MONTAGUE ROAD, MODBURY**

1. Opening and Welcome

2. Attendance Record:

2.1 Present – Physical Attendance

Crs R Unger (*Presiding Member*), K Foreman, M Champion, B Lawrenson and Mayor M Ryan.

Present – Online Attendance

Cr K Drozdoff.

2.2 Apologies

Nil

2.3 Record of Officers in Attendance (physical or electronic)

Ryan McMahon	Chief Executive Officer
Justin Robbins	General Manager Strategy & Finance
Leisha Bond	General Manager Corporate Services
Felicity Birch	General Manager City Operations
Michael Pereira	General Manager Community Services
Samantha Rose	Lead, Continuous Improvement
Lauren Monteleone	Continuous Improvement Coordinator
Carlene Arnold	Procurement Support / Training Officer
Ingrid Wilkshire	Manager City Strategy
Victoria Masterman	Lead - Precincts & Placemaking
Olivia Harvey	Manager Customer & Communications

2.4 Record of Number of Persons in the Public Gallery – Physical Attendance

Nil

3. Confirmation of Minutes to the Previous Meeting

Moved Cr Lawrenson, Seconded Cr Champion

That the Minutes of the Service Review Committee Meeting held on 5 July 2023 be confirmed as a true and accurate record of proceedings.

Carried Unanimously (9)

4. Public Forum - Nil

5. Deputations - Nil

6. Presentations

The Presiding Member sought leave of the meeting to move the presentation titled "Community Services Review Update" to Other Business. Leave was granted.

7. Petitions - Nil

8. Adjourned Business - Nil

9. Motions Lying on the Table - Nil

10. Management Reports

Office of the Chief Executive Officer - Nil

City Operations - Nil

Strategy & Finance

10.1 Payroll Functional Analysis (future state recommendations) (D23/81184)

Moved Mayor Ryan, Seconded Cr Champion

That having considered the report titled ‘Payroll Functional Analysis (Future State Recommendations)’ dated 18 October 2023, and recognising that the project and ongoing costs are currently funded in the approved capital and operating budgets of Council, the Committee notes the planned implementation of an inhouse processing administration model as part of the new payroll system implementation.

Carried Unanimously (10)

10.2 Draft Playground Guide Review Principles and Methodology (D23/80609)

Moved Cr Lawrenson, Seconded Cr Champion

That the Service Review Committee recommends to Council:

That having considered the report titled “Draft Playground Guide Review Principles and Methodology” and dated 18 October 2023, the principles and methodology for the review of the Playground Guide as detailed in Table 1 of the report be adopted.

Carried Unanimously (11)

10.3 Draft Main Roads and Gateways - Citywide Principles and Methodology (D23/79249)

Moved Cr Champion, Seconded Mayor Ryan

That the Services Review Committee recommends to Council:

That having considered the report titled “Draft Main Roads and Gateways – Citywide Principles and Methodology” and dated 18 October 2023, Council adopt the principles and methodology for main roads and gateways across the City as detailed in Table 1 of the report.

Carried Unanimously (12)

Corporate Services

10.4 Customer Relations Contact Centre - Service Review Scope (D23/81247)

Moved Cr Champion, Seconded Cr Foreman

That having considered the report titled “Customer Relations Contact Centre – Service Review Scope” dated 18 October 2023, the Service Review Committee approves the Project Scope as detailed within the report.

Carried Unanimously (13)

Community Services - Nil

Strategy & Finance - Nil

11. Notice(s) of Motions - Nil

12. Motions without Notice

13. Questions on Notice - Nil

14. Questions without Notice

15. Information Reports

The following Information reports were received at the meeting:

15.1 City Operations Service Reviews Update (D23/66540)

15.2 City Maintenance and Presentation Uplift Plan - Update (D23/66639)

15.3 Quotations (Procurement) Service Review - Update (D23/82270)

15.4 Service Review Program - Status Update (D23/83414)

16. Status Report on Council and Committee Resolutions

16.1 Status Report on Service Review Committee Resolutions (D23/83427)

The Committee received the Status Report on Committee Resolutions.

17. Other Business

17.1 Presentation - Community Services Review Update (D23/82662)

Michael Pereira, General Manager Community Services, provided a presentation to the Committee on the current status of the Community Services Review.

18. Confidential Items - Nil

19. Date of Next Ordinary Meeting

21 February 2024 (to be confirmed)

The Presiding Member declared the meeting closed at 7.51 pm.

Confirmed.....
Presiding Member