TERMS OF REFERENCE

Title:	***SERVICE REVIEW WORKING GROUP***

Purpose and Role

To consider the following matters relating to review of the City's services and make recommendations to the Council for determination:

a) Overall service review aims, principles and prioritising criteria for the City

b) Priority order and annual schedule of services for review (Maximum 2-3 per annum)

c) Scope of each service review

d) Service review progress updates

e) Service review outcomes

1. Membership:

The working group shall consist of the following representation:

a) The Mayor

b) All Council Members

c) CEO as non-voting member

2. Chair and Deputy Chair:

a) The members of a Working Group are to elect a Chairperson and Deputy Chairperson from amongst themselves at the first meeting of the Group. (For transparency and accountability, it is recommended that City Officers not be appointed to the position of Chairperson and Deputy Chairperson.)

b) The Chairperson will preside at all meetings.

c) In the absence of the Chairperson, the Deputy Chairperson will assume the Chair, and in their absence, a person is to be elected by the Working Group present to assume the Chair.

d) The Chairperson is responsible for the proper conduct of the Working Group.

3. Meeting Procedures:

a) The Working Group shall meet on a quarterly basis (or as required), with dates of these meetings determined by the Working Group;

b) All meeting dates are to be provided in the Council Members' Diary and in the 'Wanneroo Wrap' and in the City's Corporate Calendar.

c) A Notice of Meetings, including an Agenda, to be circulated to Working Group members (including Deputy Delegates) at least 72 hours prior to each meeting where possible.

d) The Chairperson shall ensure that Minutes of all meetings are kept and that copies are made available to all Working Group members (including Deputy Delegates) as soon as is practicable after the meeting.

e) Copies of all Minutes will be registered electronically, through HPE Content Manager (the City's electronic record keeping system), and a copy placed on the Council Members Hub Portal.

f) All Agenda and Minute documentation is to be generated through Council's InfoCouncil system.

g) A Working Group Recommendation does not have effect, unless it has been made by simple majority. A simple majority is the agreement of not less than half of the votes present at the meeting.

h) All endorsed members (or the proxy or Deputy Delegate attending in lieu of the Council Member) of the Group will have one vote. The Chairperson will have the casting vote and simple majority will prevail.

Quorum:

A meeting can be conducted without a quorum if necessary. However, every endeavour should be made to achieve a quorum (50% of voting Delegates) or at least to ensure a reasonable spread of representation in the Group. Particularly in circumstances where recommendations will be made for the Councils consideration.

Administration

Administrative support for the Working Group will be provided by the City, through the Senior Project Officer (Corporate Strategy & Performance).

4. Authority of Establishment

The Service Review Working Group is established as a Working Group of the City of Wanneroo by resolution of the Council in accordance with these Terms of Reference.

5. Delegated Authority:

a) The Working Group has no delegated power and has no authority to implement its recommendations without approval of the Council.

b) The Working Group has no delegated authority to commit the Council to the expenditure of monies.

c) Matters requiring Council consideration will be subject to separate specific reports to the Council.

Administration Use Only			
Date of Council Establishment of Group:	13 September 2022		
Council Minute – Ref:	CS01-09/22		
Terms of Reference - HPE Ref:	22/311242		
HPE Container – Ref:	45881		
Operational Procedures - HPE Ref:	Not applicable		
Last Review Date:	13/09/22	Next Review Date:	September 2026