TERMS OF REFERENCE

Title:	***Policy Review Committee***

Purpose and Role

The purpose of the Policy Review Committee (**Committee**) is to assist the Council in fulfilling its responsibility under section 2.7(2)(b) of the *Local Government Act 1995* in determining the policies of the Council. The Committee will be responsible for the review and approval of repeals, reviews and changes to any existing Council and Local Planning Policies.

The Committee is not to deal with any new Council Policies or Local Planning Policy proposals by Administration or Council Members.

1. Aims & Functions

The aim of the Committee is to review and change any existing Council and Local Planning Policies.

The Committee will not review the following:

- Policies that require an absolute majority decision of Council; or
- Any new Council Policies or Local Planning Policy proposals.

2. Membership:

2.1. The Committee shall consist of up to 15 Council Members as delegates.

2.2. Council to determine by absolute majority the membership of the Committee.

2.3. An absolute majority decision of Council is required to remove a Council Member as delegate.

2.4. Members must comply with the City's Council Member, Committee Member and Candidate Code of Conduct.

2.5. Membership shall be in accordance with section 5.11 of the *Local Government Act 1995*.

3. Presiding and Deputy Presiding Members:

3.1. Council by absolute majority and in accordance with section 5.12 of the *Local Government Act* 1995 select a Presiding and Deputy Presiding Member at a Council Meeting.

3.2. The Presiding Member will facilitate all meetings.

3.3. In the absence of the Presiding Member, the Deputy Presiding Member will perform the functions of the Presiding Member.

3.4. In the absence of both the Presiding Member and the Deputy Presiding Member, the Committee members present at the meeting are to choose one of themselves to preside at the meeting.

4. Meeting Procedures:

4.1. The Committee shall meet quarterly with additional meetings scheduled as required.

5. Authority of Establishment

5.1. The Committee is established in accordance with section 5.8 of the *Local Government Act 1995*.

6. Delegated Authority:

6.1. The Committee by an absolute majority decision of Council has delegated authority under section 5.16 of the *Local Government Act* 1995 and authority to implement its recommendations without approval of Council except in the following matters which must be presented to Council for consideration:

- Policies that require an absolute majority decision of Council;
- Any new Council Policies or Local Planning Policy.

6.2. Matters requiring Council consideration will be subject to separate specific reports to Council.

Administration Use Only			
Date of Council Establishment of Group:		10 September 2024	
Council Minute – Ref:		CE01-09/24 (Committee)	
Terms of Reference - HPE Ref:		24/322990[v3]	
HPE Container – Ref:		49902	
Last Review Date:	28 October 2025 SCE03-10/25	**Next Review Date:**	October 2027