



## Terms of Reference

### Policy Review Committee

#### 1. NAME

The name of the Committee shall be Policy Review Committee, appointed as an Advisory Committee of Council, in accordance with provisions of Section 5.8 of the Local Government Act 1995

#### 2. AIMS AND OBJECTIVES

- 2.1 It is the aim of the Policy Review Committee to provide advice to the Full Council on policy related matters which contribute to the good governance of the Council.

#### 3. MEMBERSHIP

- 3.1 Council, by Absolute Majority, shall appoint a committee for a two year term, such committee to be appointed at the first full council meeting following biennial Council elections.
- 3.2 In accordance with provisions of Section 5.9 of the Local Government Act 1995, resolves that the Committee is to comprise of Councillors, and Officers.
- 3.3 In accordance with the provisions of Section 5.10(1)(a) of the Local Government Act 1995 resolves that the Committee shall have as its members:
- No less than four (4) Councillors; and
  - The CEO or his delegate
- 3.4 Each member of the committee shall be eligible for re-appointment

#### 4. MANAGEMENT

- 4.1 The formation and conduct of the Committee shall be in accordance with the requirements of the Local Government Act 1995 and any other statutory requirements.

- 4.2 The members of the Committee shall elect a Chairperson from amongst themselves.
- 4.3 A Council Officer, not necessarily a committee member, shall be appointed by the Council CEO to prepare agendas and minutes on behalf of the Committee. Minutes shall be circulated to all Committee members not later than seven (7) days after each meeting.
- 4.4 The Committee shall meet regularly at intervals sufficient to administer the affairs of the Committee. Preferably, there shall be not less than four (4) meetings per year.
- 4.5 The quorum for a meeting of the Committee shall be at least 50% of the members of the committee
- 4.6 The Committee is an Advisory Committee and as such, all decisions of the committee shall be presented as recommendations to Council for consideration.
- 4.7 Minutes of each Committee meeting shall be presented to Council in an outcome based framework.
- 4.8 The Council may adopt, amend, reject or refer back to the Committee any issues arising from the minutes.
- 4.9 The Committee shall not direct Council Staff.
- 4.10 The Committee will not have the authority or power to commit the Shire of Collie or any association, organisation, group or individual to expenditure without Council endorsement.
- 4.11 Members shall act in the best interests of the Committee

## **5. Delegation**

- 5.1 It is recognised that the Committee is an advisory body to Council operating for the benefit of the community within these Terms of Reference. In the context of these Terms of Reference, the Committee shall be free to plan and promote the aforementioned aims and objectives as best as it sees fit.
- 5.2 The Council, in accordance with the Local Government Act, shall delegate the powers and privileges outlined within these Terms of Reference to the Advisory Committee.

Last Updated: 16 May 2014