

Title:	<i>Policy Review Committee</i>
Purpose and Role	
<p>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 <i>Local Government Act 1995</i> in determining the policies of the Council. The Committee will be limited to providing recommendations to Council on repeals, minor reviews and changes to any existing Council and Local Planning Policies.</p> <p>The Committee is not to deal with any new or mayor reviews of Council Policies or Local Planning Policy proposals by Administration or Council Members.</p>	
1. Aims & Functions	
<p>The aim of the Committee is to review and change any existing Council and Local Planning Policies.</p> <p>The Committee will not review the following:</p> <ul style="list-style-type: none"> • Policies that require an absolute majority decision of Council; • Major revisions of existing policies; • Any new Council Policies or Local Planning Policy proposals. 	
2. Membership:	
<p>2.1. The Committee shall consist of up to 15 Council Members as delegates.</p> <p>2.2. Council to determine by absolute majority the membership of the Committee.</p> <p>2.3. An absolute majority decision of Council is required to remove a Council Member as delegate.</p> <p>2.4. Members must comply with the City's Council Member, Committee Member and Candidate Code of Conduct.</p> <p>2.5. Membership shall be in accordance with section 5.11 of the <i>Local Government Act 1995</i>.</p>	
3. Chair and Deputy Chair:	
<p>3.1. Committee members will select a Chair and Deputy Chair at the first Committee meeting. For transparency and accountability, it is recommended that City Officers not be appointed to the position of Chair and Deputy Chair.</p> <p>3.2. The Chair will facilitate all meetings.</p> <p>3.3. In the absence of the Chair, the Deputy Chair will assume the Chair.</p> <p>3.4. In the absence of both the Chair and the Deputy Chair, the Committee members present at the meeting are to choose one of themselves to preside at the meeting.</p>	
4. Meeting Procedures:	
<p>4.1. The Committee shall meet at least twice a year with additional meetings scheduled as</p>	

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;
- Major revisions of existing policies;
- 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	
HPE Container – Ref:		49902	
Operational Procedures - HPE Ref:			
Last Review Date:	12 November 2024	Next Review Date:	