

Governance and Policy Committee Terms of Reference

Record number	D24/14862
Committee Members	Elected Member(s): Cr Lucas Jones (<i>Presiding Member</i>) Cr Rob Unger Cr Jessica Hawkvelt Cr Kimberley Drozdoff Cr Irena Zagladov Cr Blake Lawrenson
Last reviewed	12 March 2024
Adoption reference	Council
Resolution number	400
Previous review dates	29 November 2022

1. Purpose

The Committee is established under section 41 of the Local Government Act 1999 (the Act).

The purpose of the Governance and Policy Committee is to oversee and advise the Council regarding the development and review of key Council documents including (but not limited to) Strategies, Policies and Codes.

2. Roles and Functions

The Committee perform the following roles and functions:

1. Oversee the review of existing policies
2. Make recommendations to Council for major policy changes
3. Identify new policy areas to be considered and developed
4. Not recommend policies or variations to policies which contradict legislation, existing Council policies or similar documents
5. Consider any relevant matter which may be referred to it by the Council or another Council Committee
6. Exercise any power, function or duty that may be delegated to it from time to time by the Council

At the discretion of the CEO or relevant General Manager, urgent matters may go directly to the Council for consideration and may bypass the Committee meeting process.

3. Meetings

3.1 The Committee will meet once a quarter on the third Tuesday of a month commencing at 6.30pm, with meeting dates either set by Council or the Chief Executive Officer. *(Refer to Delegations Register under the Act (section 87) regarding who can call, reschedule and cancel meetings).*

3.2 Meetings will be held at Council's Civic Centre, electronic means or such other location as determined by the Committee. The CEO will maintain procedures for Members who may attend by electronic means.

3.3 Meetings of the Committee will be held in accordance with:

- Local Government Act 1999
- Local Government (Procedures at Meetings) Regulations 2013, specifically Part 2 for key Committees.
- Council's Code of Practice for Meeting Procedures
- Council's Code of Practice – Access to Council and Committee Meetings and Documents

3.4 The Committee will terminate at the end of the Council term unless terminated earlier by resolution of the Council.

4. Membership

4.1 The Committee will comprise of six (6) Elected Members appointed by the Council, one being the Presiding Member of the Committee.

4.2 An Elected Member on the Committee will hold office only while they are a member of the Council, until the conclusion of the Local Government periodic election or their appointment is revoked by the Council.

4.3 The Committee may co-opt, or make use of the services of any other person for the purpose of investigating or deliberating on any specific matter or on any other temporary basis subject to available funds for such purposes and with the approval of the CEO. A person invited to assist the Committee is not a member and does not have a right to vote.

5. Quorum

5.1 A quorum for the Committee will be three (3) members as resolved by the Council on 29 November 2022 (resolution number 17 in accordance with the *Local Government (Procedures at Meetings) Regulations 2013*, regulation 26(b)).

6. Voting

6.1 Each member of the Committee at a meeting will have one vote.

6.2 In accordance with regulation 27 of the *Local Government (Procedures at Meetings) Regulations 2013*, the Presiding Member will have a deliberative vote but does not, in the event of an equality of votes, have a casting vote.

6.3 In the event of a tied vote the matter will be referred to the Council for deliberation.

7. Reporting

7.1 After each meeting, a report will be provided to Council outlining policies that are adopted under the Committee's delegations.

8. Delegations

The Committee will have the delegated power to make decisions on matters relating to:

- a. Review and adopt variations to policies subject to the policies not being substantially altered in content and policy position. Elected Members will be provided with a copy of all policies adopted by the Committee under this paragraph
- b. Determine the times and places of its meetings pursuant to section 87(1) of the Act
- c. Implement any delegated authority given to it by Council as set out in Council's Delegations Register