TERMS OF REFERENCE

Administrative Review Committee

Committee Type

Council Committee

1 Purpose

The Administrative Review Committee is a committee of Council established to conduct internal reviews of decisions pursuant to sections 322-326 of the *Local Government Act 2019* (the Act).

2 Scope

The Administrative Review Committee operates to perform functions delegated by Council in accordance with legislation relating to reviewable decisions on an as required basis.

The following are designated by the Act as reviewable:

(a) a decision in relation to the correction of an entry in the assessment record under section 232(1) or 233(7)
(b) a regulatory order under section 286
(c) a decision to refuse to suppress a person's details in publicly available material under section 293(5).

3 Authority

The committee does not have any delegation to make decisions. The committee can put recommendations to Council for endorsement.

4 Functions

The function of the Administrative Review Committee is to receive, investigate and provide recommendations on applications for reviewable decisions in accordance with sections 322-326 of Act.

5 Membership

5.1 Committee Members (voting)

The committee consists of the following members:

- Mayor
- Two (2) Councillors
- One (1) alternate member (Councillor), to stand in for one of the Councillors if they are unable to attend a meeting.

6 Terms of Office

6.1 Appointment of Elected Members

Elected Members are appointed to the committee as per the Appointment of Deputy Mayor and Council Committee Representative Policy. Elected Members are appointed for the full term of Council.

7 Meetings

7.1 Attendance

Should a member be unable to attend a committee meeting, an apology shall be provided to the Chief Executive Officer (CEO) prior to the scheduled meeting time.

The following Council Officers will be present at committee meetings:

- Chief Executive Officer
- A Council Officer to take minutes
- Other relevant officers/executive from time to time.

7.2 Chair

The position of chair of the committee will be the Mayor.

The chair is responsible for:

- ensuring the good conduct of meeting in accordance with the roles and function of the committee; and
- ensuring that the committee's recommendations and actions are in line with the Terms of Reference and the Act.

The committee chair may be called upon to represent the committee to Council.

The committee may appoint a deputy chair for the purposes of chairing a meeting if the chair is not present or at a meeting as required.

7.3 Quorum

As per section 98(2) of the Act, quorum is achieved by attendance of over 50% of members.

7.4 Meeting frequency

The committee will meet as required to perform the functions of the committee.

7.5 Postponement of meeting

If quorum is not present within 30 minutes of the start time, the meeting may be postponed in accordance with section 100 of the Act.

7.6 Committee recommendations

Any recommendations made by the committee is to be by majority vote of the members present at the meeting.

7.7 Minutes

The CEO is to ensure that minutes of the meeting are kept in accordance with section 101 of the Act. The minutes of the Committee are to be tabled at the next meeting of Council for noting, and any recommendations for endorsement.

8 Evaluation and review

8.1 Terms of reference

The Terms of Reference will be reviewed at the start of each new term of Council, and formally approved by Council.

9 Applicable Legislation, Council Policies and/or Guidelines

Local Government Act 2019

10 Responsible Officer

Chief Executive Officer

11 Reporting to

Council

Adopted by Council - Date		***Resolution #***	
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