

Policy Committee

Terms of reference

1 Purpose

In line with the *Local Government Act 1995*, the purpose of the Policy Committee (the Committee) is to support Council in fulfilling its responsibility under section 2.7(2)(b) in determining its policies.

2 Role and Functions

The role of the Committee is to provide guidance and assistance to Council in fulfilling its legislative responsibilities in relation to the following key areas:

- (1) Making recommendations to Council on proposed policies as a result of the policy development, review or evaluation process.
- (2) Recommend to Council an annual work plan for policy review, development and/or evaluation in accordance with Policy 001 Policy Management and Development.

2 Delegation

- (1) This Committee has no delegated authority and no authority to implement its recommendations without resolution of Council.
- (2) The Committee is a formally appointed committee of Council and is responsible to that body. The Committee does not have executive powers or authority to implement actions in areas over which the Chief Executive Officer (CEO) has legislative responsibility.
- (3) The Committee does not have any management functions and cannot involve itself in management processes or procedures, other than by making a recommendation to Council.

3 Membership

- (1) The Committee shall be comprised of all elected members.
- (2) The CEO, or their nominee, is to be available to attend meetings to provide advice to the Committee.
- (3) Appointments to the Committee will be for up to two-year terms, with membership coinciding with the local government election.

4 Quorum

The quorum for a committee meeting is set by section 5.19 of the *Local Government Act 1995*.

5 Meetings

- (1) The committee must elect a presiding member and deputy presiding member in accordance with section 5.12 and Schedule 2.3 of the *Local Government Act*.
- (2) A schedule of meetings will be developed and agreed to by the Committee.

6 Reporting

The committee shall report to Council by way of its minutes and any recommendations it may make.