

POLICY REVIEW COMMITTEE CHARTER



1 Role

The Committee's role is to review policies, provide advice and make recommendations to Council regarding policies.

2 Terms of Reference

2.1 The Committee is established for the purpose of:

- 2.1.1 Reviewing, and providing advice on, draft and proposed policies requiring Council endorsement;
- 2.1.2 Reviewing, and providing advice on, proposals to revoke Council endorsed policies; and
- 2.1.3 Provide advice on the development and direction of policy to the administration during the development phase of policy.

3 Definitions

As specified in the City of Playford Global Glossary.

4 Functions

4.1 Subject to paragraph 4.2 below, The Committee may:

- 4.1.1 Approve Committee's Minutes as a true and accurate record of proceedings.
- 4.1.2 Review draft and proposed policies requiring Council endorsement.
- 4.1.3 Review proposals to revoke Council endorsed policies.
- 4.1.4 Provide advice on the development and direction of policy to the administration during the development phase of policy.
- 4.1.5 Determine the time and frequency of meetings.
- 4.1.6 Allow community deputations and representations on matters that are important to the community

4.2 Any other business referred to the Committee in accordance with its Role and Terms of Reference that is not listed as a function of the Committee; may be debated with a recommendation referred to the next Ordinary Council Meeting for consideration.

5 Meetings

- 5.1** The Committee will determine the time and frequency of meetings. Alternative meeting times and dates to those resolved by the Committee, can be determined by the Presiding Member and Chief Executive Officer.
- 5.2** The Committee Meeting will be held in the Council Chambers at the Playford Civic Centre, 10 Playford Boulevard, Elizabeth, unless otherwise determined by the Presiding Member and Chief Executive Officer prior to the meeting.
- 5.3** Meetings may either wholly or in part be held via electronic means with Zoom Video Communications, Inc.

A member of the Council participating in a Council meeting by electronic means is taken to be present at the meeting provided that the member:

- a) can hear all other members present at the meeting;
 - b) can be heard by all other members present at the meeting; and
 - c) can be heard by the person recording the minutes of the meeting.
- 5.4** Special Meetings of the Committee may be necessary from time to time and may be called in accordance with Section 87 of the *Local Government Act 1999*. Notice of a Special Committee Meeting may be at a minimum of four hours' notice, due to the urgency of the matters on the agenda.

6 Membership

- 6.1** The Committee is comprised of the Mayor, three Council Members, the Chief Executive Officer and one staff member.
- 6.2** The staff member is to be appointed by the Chief Executive Officer.
- 6.3** The appointment of all Committee Members will be for a period not exceeding the next General Election.
- 6.4** The Mayor will act in the position of Presiding Member of the Committee. In the absence of the Mayor, the Chief Executive Officer will act in the Presiding Member position.

7 Role of the Presiding Member

- 7.1** Oversee the conduct of Committee Meetings in accordance with the *Local Government Act 1999* and the Code of Practice for Council and Committee Meetings.
- 7.2** Ensure all Committee Members have the opportunity to participate in debate and discussions in an open and encouraging manner.
- 7.3** Where a matter has been debated significantly and no new information is being discussed the Presiding Member may call the meeting to order and ask for the debate to be finalised and a motion be put forward.

8 Role of Committee Members

- 8.1** Actively participate in debate and discussion in a professional manner at all times.
- 8.2** Be prepared and informed of meeting matters prior to the meeting.
- 8.3** Utilise the skills and experience of the Committee Members to effectively carry out the Committee's role.

9 Role of the Executive Officer and Administrative Support

- 9.1** The Executive Officer is appointed by the Chief Executive Officer to support the administration and operation of the Committee.
- 9.2** The Executive Officer and relevant staff may provide advice during the meeting in order to aid informed decision making.
- 9.3** The Committee is appointed a minute taker.

10 Reporting and Review of the Committee

- 10.1** Council will assess the on-going role and effectiveness of the Committee as part of the Committee Review following a General Election or as required by Council.

11 Supporting Documentation

- *Local Government Act 1999*
- *Local Government (Procedures at Meetings) Regulations 2013*
- Code of Practice for Council and Committee Meetings
- Code of Practice for Public Access to Meetings and Meeting Documents
- City of Playford Global Glossary

12 Document Control

- 12.1** Approved by Ordinary Council Resolution 5212 on 29 November 2022
- 12.2** Before using a printed copy, please verify it is the current document.