GOVERNANCE & POLICY REVIEW COMMITTEE
Terms of Reference

1. Name

The name of the Committee is the Governance & Policy Review Committee (the **Committee**).

2. Establishment

2.1 The Committee was established at the Ordinary Meeting of Council held on 20 October 2026 (by way of Resolution 297/26).

2.2 Unless otherwise extended by subsequent resolution of Council, the Committee shall dissolve on 19 October 2027.

3. Definitions

3.1 ***Governance & Policy*** means the matters of governance and policy pursuant to the *Local Government Act 1999* (the **Act**).

3.2 ***Presiding Member*** means a person appointed as Presiding Member of the Committee in accordance with section 41(4) of the Act and clause 5.4 of these Terms of Reference.

4. Purpose and Functions

The Committee has been established for the purpose of assisting Administration in undertaking periodic review of Council policies, Section 41 Committee Terms of Reference and other organisational governance-based documents (as and when required), with a focus on fine-tuning document development prior to being presented and considered by Council for adoption.

5. Membership

5.1 The Committee shall comprise three (3) Elected Members appointed by Council.

5.2 The Mayor is appointed to the Committee as an *ex officio* Member and, consistent with the provisions of the Act,[1] will only be taken to be a Member of the Committee whilst present at a meeting.

5.3 In accordance with Resolution 297/26, Council has delegated the authority to the Committee to determine and appoint a Committee Presiding Member.[2]

5.4 In the absence of the Presiding Member at a formal meeting of the Committee, the Members present must appoint a Member of the Committee to preside at that meeting. The Chief Executive Officer (**CEO**), or Designated Executive Officer (**DEO**) in the absence of the CEO, will facilitate the appointment but will not preside over any substantive business of the meeting.

5.5 The Committee will be supported by the CEO and by other relevant administrative staff, as directed by the CEO, who will attend meetings on an as needed basis.

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[1] *Local Government Act 1999* s 41(6).

[2] *Local Government Act 1999* s 41(4).

5.6 The CEO may appoint a staff member to be the DEO for the Committee, to be the primary administrative adviser.

6. Quorum

6.1 A quorum of the Committee is required for the transaction of any business at a formal meeting of the Committee.

6.2 Unless otherwise determined by Council,[3] the prescribed number of Committee Members required to constitute a quorum is a number ascertained by dividing the total number of Members of the Committee by 2, ignoring any fraction resulting from the division, and adding 1.[4]

7. Document Review Sessions of the Committee

7.1 Per clause 4 of these Terms of Reference, the purpose of the Committee is to assist Administration and Council in the performance of its functions through the review of strategic corporate and governance-based documentation.

7.2 Council and Administration acknowledge that such reviews cannot always be undertaken effectively during formal meetings of the Committee where the *Local Government (Procedures at Meetings) Regulations 2013* (the **Regulations**) apply.

7.3 To support and facilitate the Committee's document review functions, informal workshops and/or information or briefing sessions may be held.

7.3.1 No formal decision or recommendation may be made or effectively obtained during said sessions.

7.3.2 Notwithstanding clause 7.3.1, the Committee may provide guidance to Administration concerning the further fine-tuning of a document's wording outside a formal meeting, where that guidance has the consensus of both Committee Members and CEO or the DEO in the absence of the CEO, to enable Administration to further develop that document prior to endorsement by the Committee.

7.4 Where a recommendation to Council is required on a refine and final draft document, the Document Review Session must be followed by a formal meeting of the Committee to formalise and/or determine recommendations for Council's consideration.

8. Formal Meetings of the Committee

8.1 The Committee shall meet on days and at a time determined by the Council.[5] In the absence of such a determination, it will meet on an 'as-needed' basis, but the Committee must meet a minimum of twice per financial year.

8.2 Meetings shall be conducted at the Coorong Civic Centre, 95 - 101 Railway Terrace, Tailem Bend SA 5260, or other venue agreed by the Committee prior to the issuing of a Notice under section 87 of the Act.

8.3 Pursuant to the provisions of the Act,[6] unless otherwise excluded from attending a meeting of the Committee, the CEO (or delegate) must ensure that minutes are kept of the proceedings.

8.4 The CEO, or DEO in the absence of the CEO, may cancel a scheduled formal meeting of the Committee following consultation with and concurrence by the Presiding Member.

8.5 In the event that a formal meeting of the Committee requires adjournment, the provisions and procedures of the Regulations must apply.

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[3] *Local Government (Procedures at Meetings) Regulations 2013* reg 26(2)(b).
[4] *Local Government (Procedures at Meetings) Regulations 2013* reg 26(2)(a).
[5] *Local Government Act 1999* s 87(1)&(2).
[6] *Local Government Act 1999* s 91(1).

9. Voting

9.1 Decisions of the Committee will be determined by majority vote.

9.2 For the avoidance of doubt, every Member of the Committee, including the Presiding Member, has a 'deliberative vote', and no 'casting vote' will be applicable.[7]

9.3 A Committee Member may participate in a meeting in person or via telephone or video conference subject to the Act and Regulations.[8] If via telephone or video conference, the Committee Member must verbalise their vote to enable the Presiding Member to clarify and record the vote.

10. Meeting Procedures

Procedures at meetings will be guided by the Regulations, these Terms of Reference and Council's Code of Practice – Proceedings of Council and Committee Meetings.

11. Reporting Responsibilities

11.1 The CEO will ensure each Council and Committee Member is provided with a copy of the Committee Meeting Minutes within five (5) days after a Committee meeting.[9]

11.2 The Minutes, together with any recommendations requiring Council consideration, will be included in the agenda of the next practicable Ordinary Meeting of Council.

12. Delegations

12.1 The Committee has no delegated decision-making powers and performs an advisory function by making recommendations to Council within its purpose and functions per clause 4 of these Terms of Reference.

12.2 The Committee has no delegation to expend Council funds.

12.3 The establishment of the Committee does not derogate from the power of the Council to act in a matter.[10]

13. Administrative

13.1 The CEO (or delegate) will provide administrative resourcing to the Committee.

13.2 The Committee will review its performance and Terms of Reference as required and recommend any changes necessary to Council.

14. Document History

Version	Adopted	Minute No	Description of change
1	20 October 2026	297/26	Governance & Policy Review Committee established. Former 'working group' (established pursuant to minute 091/25) dissolved. Terms of Reference adopted.

[7] *Local Government (Procedures at Meetings) Regulations 2013* reg 27(3).
[8] *Local Government Act 1999* s 90(7a).
[9] *Local Government Act 1999* s 91(3).
[10] *Local Government Act 1999* s 41(10).