

Committee Name:	Administrative Review Committee		
Type:	Council Executive Committee		
Responsible Officer:	Chief Executive Officer		
Owner:	Chief Executive Officer		
Approval Date:	17/09/2024	Next Review Date:	17/09/2026
Records Number:	583632	Council Decision:	10/1520

1 PURPOSE

The Administrative Review Committee is established to review 'reviewable decisions' in accordance with sections 322 and 324 of the *Local Government Act 2019*.

2 COMMITTEE OBJECTIVES

Receive, investigate, and determine applications for reviewable decisions in accordance with Chapter 18 Review of decisions, Part 18.1 Internal Review of the Local Government Act 2019.

3 AUTHORITY/DELEGATION

The Administrative Review Committee is an advisory body to Council and does not hold any decision-making powers. The Committee is responsible to recommend a course of action to Council on matters falling within its function.

4 MEMBERSHIP

- 4.1 Members are appointed by the Council.
- 4.2 The City of Palmerston shall appoint:
 - The Mayor as Chair
 - The Deputy Mayor as a member
 - One Councillor as a member and all other Councillors as an alternate member
- 4.3 Council staff attend in an advisory capacity, to provide information and updates. Staff do not hold voting rights and do not participate in group decisions unless specified.

5 TERMS AND VACANCIES

- 5.1 Membership term will be for one year, by nomination at an Ordinary Council Meeting.
- 5.2 The Terms of Reference will be reviewed by the Committee every two years from the commencement of the committee's term, or as required.

6 MEETINGS

- 6.1 **Notice of Meetings and Business Papers**
The Chief Executive Officer will convene meetings and will distribute business papers no later than three business days prior to a meeting.

- 6.2 **Regularity**
The Committee will meet as required to perform the functions of the Committee.
- 6.3 **Attendance**
Meetings are open to the public unless confidential business is being considered.
- 6.4 **Chairperson Responsibilities**
 - 6.4.1 To ensure meetings are conducted in accordance with the *Palmerston (Procedure for Meeting) By-Laws* and according to the agenda.
 - 6.4.2 Ensuring all discussion items end with a decision, action, or appropriate outcomes.
 - 6.4.3 Should the Chairperson be unable to attend a meeting, the Deputy Mayor or Acting Mayor shall perform the duties of Chairperson and if unavailable the meeting will be postponed.
- 6.5 **Voting**
 - 6.5.1 For voting purposes, the Chairperson shall accept motions moved and seconded by members of the Committee, by show of hands.
 - 6.5.2 A Committee decision is by majority vote of voting members present at a meeting.
- 6.6 **Minutes**
Meeting minutes will be distributed to members within ten working days after a meeting and presented to Council at its next Ordinary Meeting.

7 CONDUCT

- 7.1 **Conflicts of interest**
Committee Members must declare any real or perceived conflicts of interest when joining the Committee, annually and at the start of each meeting before discussion of the relevant agenda items on the approved Council form.
- 7.2 **Code of Conduct**
All Committee Members are required to abide with Schedule 1 of the *Local Government Act 2019 Code of Conduct for Elected Members and Committee Members*.
- 7.3 **Committee Representation**
Committee Members must not speak on behalf of Council or the Committee without the approval of the Chief Executive Officer.

8 PERFORMANCE REVIEW

The Committee will provide an annual summary of the Committees performance to Council prior to the end of financial year.