

TERMS OF REFERENCE

ADMINISTRATIVE REVIEW COMMITTEE

DEFINITIONS

For the purposes of this Terms of Reference, the following definitions apply:

TERM	DEFINITION
Reviewable decision	a decision that is designated as reviewable: (a) by the Act (or a by-law under the Act); or (b) by resolution of Council.
the Act	<i>Local Government Act 2019 (NT)</i>
Mayor	The Principal Member of City of Palmerston Council.
Member	A person who is on the Administrative Review Committee.

1. PURPOSE

The Administrative Review Committee is established to consider applications for review of a reviewable decision in accordance with sections 323 and 324 of the Act.

2. COMMITTEE OBJECTIVES

Receive, investigate and either reject or make a recommendation to Council on applications for reviewable decisions in accordance with Chapter 18 Review of decisions, Part 18.1 Internal Review of the Act.

3. AUTHORITY/DELEGATION

The Administrative Review Committee is an advisory body to Council and does not hold any decision-making powers other than the authority to reject an application and issue a decision notice pursuant to section 343(2) and (3) of the Act.

The Committee is responsible for recommending a course of action to Council on matters falling within its purpose.

4. MEMBERSHIP

- 4.1 Members are appointed by 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 alternate members
- 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 of a Councillor will be for one year, by nomination at an Ordinary Council Meeting.
- 5.2 The Terms of Reference will be reviewed once per term of Council 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 Meeting schedule
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 Quorum
Quorum consists of a majority of committee Members holding office at the time of the meeting.
- 6.5 Chairperson Responsibilities
 - 6.5.1 To ensure meetings are conducted in accordance with the Palmerston (Procedure for Meeting) By-Laws and according to the agenda.
 - 6.5.2 Ensuring all discussion items end with a decision, action, or appropriate outcomes.
 - 6.5.3 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.
- 6.6 Voting
 - 6.6.1 Only Members are entitled to vote in Committee meetings.
 - 6.6.2 All Members have equal voting rights.
 - 6.6.3 Each Member must vote on every matter that is before the Committee for decision.
 - 6.6.4 A decision must be made by majority vote of the Members present at each meeting.
 - 6.6.5 Where a vote is taken and the result is undecided, the Chairperson has a casting vote in accordance with Council's Casting Vote Policy.
- 6.7 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. Code of Conduct

7.1.1 All Members must comply with the Code of Conduct prescribed by section 120 of the Act, being Schedule 1A of the Regulations, including requirements relating to the declaration of gifts and benefits.

7.1.2 Members must maintain the confidentiality of all information obtained in the course of their duties, except where disclosure is authorised by the Council or required by law.

7.2. Conflict of interest

7.2.1 Members must declare any actual, potential, or perceived conflicts of interest:

- Annually as required under the Act.
- As soon as they arise.
- At the commencement of each meeting.

7.2.2 The Chairperson will determine the appropriate management of disclosed conflicts of interest, having regard to legislative requirements and best practice.

COMMITTEE NAME	Administrative Review Committee	TYPE	Council advisory committee
OWNER	Chief Executive Officer	RESPONSIBLE OFFICER	Chief Executive Officer
APPROVAL DATE	18 August 2026	NEXT REVIEW DATE	Term of 12 th Council
RECORDS NUMBER	698704	COUNCIL DECISION	11/0559