

POLICY AND LEGISLATION COMMITTEE

* *Proposed for re-establishment on 14 October, 2015.*

Terms of Reference

1. Introduction

The Council of the City of Busselton establishes a standing committee to be known as the Policy and Legislation Committee, under the powers given in Section 5.8 of the *Local Government Act 1995*.

The Policy and Legislation Committee is established for the purpose of assisting the Council to undertake its role under Section 2.7(2)(b) of the Act, to determine the local government's policies, and its legislative function in accordance with Division 2 of Part 3 of the Act.

The Council appoints to the Committee those persons whose names (*shall*) appear in section 4.0 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on 21 October, 2017, after which time the Council may appoint members for a further term.

The Committee shall act for and on behalf of Council in accordance with the provisions of the *Local Government Act 1995*, local laws and policies of the City of Busselton and this document.

2.0 Name

The name of the Committee shall be the Policy and Legislation Committee.

3.0 Objectives

The Policy and Legislation Committee will assist the Council to determine the local government's policies, and to carry out its legislative function.

The objectives of the Policy and Legislation Committee are:

- To review delegations and policies of the City of Busselton;
- To review Local Laws and other delegated legislation made by the City of Busselton;
- To receive reports proposed to be put to the Council with significant policy or legislative implications;
- To review and advise the Council on specific matters referred by the Council from time to time.

4.0 Membership

5 elected members shall be appointed to the Committee

Councillor
Councillor
Councillor
Councillor
Councillor

4 deputy elected members shall be appointed for the Committee

Councillor
Councillor
Councillor
Councillor

5.0 Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the *Shire of Busselton Standing Orders Local Law*.

6.0 Meetings

The Committee shall meet at least four times per year and shall report to Council once a quarter as a minimum.

6.1 Notice of meetings shall be given to members at least 5 days prior to each meeting.

6.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on the Committee. The Council shall be informed, who will then appoint a replacement for the balance of the member's term of appointment.

6.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept in accordance with the *Shire of Busselton Standing Orders Local Law*.

6.4 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding shall cast a second vote.

7.0 Quorum

Quorum for a meeting shall be at least 50% of the number of offices, whether vacant or not. A decision of the Committee does not have effect unless it has been made by the required majority.

8.0 Delegated Powers

Nil.

The Policy and Legislation Committee has been established as an Advisory Committee only and does not have any delegated powers. Committee Recommendations shall be referred to the Council.

9.0 Termination of Committee

Termination of the Committee shall be:

- a) In accordance with the Local Government Act 1995; and
- b) At the direction of Council, not exceeding 21 October, 2017.

10.0 Amendment to the Terms of Reference

This document may be altered at any time by the Council.

11.0 Committee Recommendations

Committee recommendations shall not be binding on Council and must be endorsed by Council to take effect.

History	
9 October, 2013	C1310/267
12 October, 2011	C1110/315
18 November, 2009	C0911/394 - Establishment