

Delegations Review Committee – Terms of Reference



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1 ESTABLISHMENT

The Delegations Review Committee (**the Committee**) is established by the West Tamar Council (**Council**) as a Special Committee of Council under Section 24 of the *Local Government Act 1993* (**the Act**).

2 PURPOSE

The primary purpose of the Committee is to assist and advise Council in:

- The periodic and structured review of Council's delegations of various powers under Section 22 of the Act to the Chief Executive Officer,
- Recommending to Council the creation or expansion of delegations that enhance administrative efficiency, while ensuring all delegated authorities remain strictly aligned with the Council's established risk appetite,
- Recommending to Council the restriction or revocation of existing delegations that are no longer compatible with the Council's current risk profile or governance standards, and
- The consideration of, and subsequent recommendation to Council on, the creation, expansion, restriction or revocation of delegated authorities as recommended by Council officers.

3 OBJECTIVES

The specific objectives of the Committee are to:

- **Ensure Statutory Compliance:** Review the instruments of delegation to ensure they remain consistent with the Act and other relevant legislation.
- **Enhance Operational Efficiency:** Evaluate whether current delegations enable the Chief Executive Officer to effectively manage the day-to-day operations of the Council effectively without unnecessary administrative delays.
- **Strengthen Governance:** Ensure that the delegation of powers maintains a clear distinction between the strategic policy-making role of Council and the operational responsibilities of the Chief Executive Officer.

4 COMMITTEE MEMBERSHIP

4.1 COMPOSITION

The Committee shall consist of:

- Three (3) Councillors, appointed by Council,
- Council's Director People, Culture & Safety (or other nominated officer) as an ex-officio, non-voting member to provide expert advice only, as required, and
- Council's Governance Officer (or other nominated officer) as an ex-officio, non-voting member providing administrative and secretariat support and to provide expert governance advice only, as required.

4.2 ATTENDANCE AT MEETINGS

Councillors who are not Committee members may attend Committee meetings in an observational capacity only. Council officers who are not nominated officers may attend Committee meetings on invitation by the Chairperson to provide expert advice as required.

4.3 APPOINTMENT

Appointments to the Committee will be in accordance with the following:

- Councillor members will be appointed by Council for a term of two (2) years concurrent with their term of office or as otherwise determined by Council,
- Nominated officers will be appointed by the Chief Executive Officer as required.

A nominated officer may not hold more than one (1) position on the Committee.

4.4 CHAIRPERSON AND DEPUTY CHAIRPERSON

Council shall appoint a Councillor Committee member as Chairperson, and the Committee shall appoint a Councillor Committee member as Deputy Chairperson, at the commencement of each term.

In the absence of the appointed Chairperson, the Deputy Chairperson shall preside over the meeting. Where neither the Chairperson nor the Deputy Chairperson is present, the meeting will be adjourned until such a date that either the Chairperson or Deputy Chairperson are able to be present to preside over the meeting.

4.5 POSITIONS BECOMING VACANT

In the event of the position of Chairperson becoming vacant, Council shall appoint a new Chairperson at the next Ordinary Council meeting.

In the event of the position of Deputy Chairperson becoming vacant, the Committee shall appoint one of the Councillor Committee members as the new Deputy Chairperson at the next Committee meeting.

In the event of the position of a Councillor Committee member becoming vacant, Council shall appoint a new Councillor Committee member at the next Ordinary Council meeting.

In the event of a nominated officer position becoming vacant, the Chief Executive Officer shall appoint a Council officer as the nominated officer.

4.6 ABANDONMENT OF POSITION

Where a Committee member is absent from three (3) consecutive meetings, or from three (3) of the most recent six (6) meetings, without having been granted a Leave or Leaves of Absence, the position will become vacant and a new Committee member shall be appointed by Council at the next Ordinary Council meeting. If required, a new Chairperson or Deputy Chairperson will be appointed.

4.7 PROXY NOMINATION

Committee members may appoint a nominated proxy by providing written notice to the Chairperson prior to the meeting. Where a Committee member and their nominated proxy are both in attendance at the meeting, only the Committee member shall have voting rights and be used for the calculation of a quorum.

4.8 QUORUM

A quorum for any meeting of the Committee shall be a majority of the Councillor members appointed to the Committee. Nominated proxies in attendance are included in the calculation of a quorum only when the Committee member who nominated them as a proxy is not also in attendance.

Either the Chairperson or Deputy Chairperson must be in attendance to achieve a quorum.

4.9 MEETING FREQUENCY

The Committee shall meet as required by the Chairperson, but no more than once every two (2) months and no less than once every six (6) months. Where possible, meeting dates will be scheduled to allow the Committee's recommendations to be collated and included in the agenda for reporting at the next available Council workshop.

5 REPORTING

The Committee is an advisory body and reports directly to Council.

Any recommendations shall be presented by the Chairperson, or their nominated representative, to the next available Council workshop for consideration.

The Committee has no authority to act or speak on behalf of Council unless explicitly authorised by a Council resolution.

6 FINANCIAL DELEGATION

The Committee has no delegated financial or operational authority from Council.

The Council officer appointed to provide administrative and secretariat support may incur minimal expenditure for the administrative operation of the Committee in accordance with the officer's approved purchasing authority and budget availability.

7 REVIEW OF TERMS OF REFERENCE

These Terms of Reference shall be reviewed by the Committee and Council at least once every two (2) years, or following each ordinary Council election, to ensure they remain relevant and effective.

8 DISSOLUTION

The Committee may be dissolved at any time by a resolution of the Council.

9 APPROVAL

Approved by Council on 21 April 2026 (26/64)

Signed:



Chief Executive Officer