

Planning Process Review Committee

1. Establishment

In accordance with section 5.8 of the *Local Government Act 1995* (the Act) the Council of the City of Swan (the City) has established a Planning Process Review Committee (the Committee).

The Committee will operate in accordance with all relevant provisions of the Act and the *Local Government (Administration) Regulations 1996*.

2. Authority

No delegated authority has been provided to this Committee. Therefore, the Committee has no power or ability to discharge any of the Council's duties under the Act.

3. Purpose

- a. Oversee a review that examines the City's planning processes, procedures, report preparations and delegation of authority;
- b. Set the terms of reference (scope) for the review;
- c. Select an appropriately qualified independent consultant to undertake this review;
- d. Consider the consultant's report and make recommendations to Council;
- e. Report on the outcomes of the review be presented to a subsequent Ordinary Meeting of Council by no later than December 2026.

4. Membership

4.1 Composition

The Committee will consist of six (6) Council Members. An additional two Council Members can be appointed as deputies if required.

Members and deputy members of the Committee will be appointed in accordance with section 5.10 and 5.11A of the Act.

The CEO or their nominee is to attend all meetings to provide advice and guidance to the Committee. Other officers will also attend where necessary. The CEO and officers are not members of the Committee.

4.2 Presiding and Deputy Presiding Members

Appointment of the Presiding Member and Deputy Presiding Member will be in accordance with section 5.12 of the Act.

4.3 Tenure

It is proposed that the Committee will be disbanded when the report on the outcomes of the review has been presented to Council.

Terms of Reference

4.4 Meeting Frequency

Meetings are to be scheduled as required by the CEO in consultation with the Committee Presiding Member.

Document control

Document approvals:			
Version #	Adoption		
1.	OCM 13/05/2026		
2.			
Document responsibilities			
Custodian:	Executive Manager Governance	Custodian Unit:	Governance
Document management:			
Risk rating:	Low	Review frequency:	N/A
Next review:	N/A	ECM Ref:	
Compliance requirements:			
Legislation:	<i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i>		
Industry:			
Organisational:	Nil		
Strategic Community Plan:	G2 – Leadership and Governance		