

<b>POS</b>	<b>REPORTS TO COUNCIL</b>	<b>PSES7</b>
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<b>POSITION STATEMENT CODE:</b>	PSES7
<b>DIRECTORATE:</b>	Executive Support Department
<b>BUSINESS UNIT:</b>	Executive Support Department
<b>SERVICE UNIT:</b>	Executive Support Services
<b>RESPONSIBLE OFFICER:</b>	Chief Executive Officer
<b>FILE NO.:</b>	182/002
<b>DATE FIRST ADOPTED:</b>	17 September 2002
<b>DATE LAST REVIEWED:</b>	10 March 2016
<b>ATTACHMENTS:</b>	N/A
<b>VERSION NO.</b>	4

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	31 January 2013 27 February 2014 25 February 2016
OCM:	14 July 2005 14 February 2013 13 March 2014

**BACKGROUND:**

It is critical that reports prepared by staff for Council contain adequate information on which the Council can make a considered decision.

**PURPOSE:**

The purpose of the Position Statement is to make staff aware of the fundamental matters to be taken into account when preparing reports to Council so that they may be properly and adequately prepared for Council consideration.

**POSITION:**

**1. Report**

Reports prepared by officers for the Council's consideration are to:-

- (1) be according to law;
- (2) take account of any State or Council Policy;
- (3) have regard for the Council's Strategic Community Plan 2012-2016;
- (4) be balanced and objective;
- (5) be technically correct;
- (6) be properly researched using relevant information and data;
- (7) ensure procedural fairness;

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- (8) include options, consequences and associated impacts where appropriate; and
- (9) include expert opinion or advice where necessary.

## **2. Recommendations**

Recommendations prepared by officers for the Council's consideration are to:-

- (1) be clear and unambiguous;
- (2) be implementable;
- (3) be professional and ethical;
- (4) not expose the Council to unreasonable risk or liability;
- (5) have regard for the interests of the applicant / submitter as well as the wider community; and
- (6) include the administrative actions to implement the Council's decision.

## **3. Format**

Reports to Council are to be in accordance with the following format:-

1. **Heading**  
To include initials of the responsible officer, the file reference(s) and note any attachments.
2. **Recommendation**  
That Council:
  - (1)
    1.
      - (a)
        - (i)
3. **Council Decision**  
Space for decision and if necessary an explanation where the decision is different from the Recommendation.
4. **Background**  
A brief history to the matter to provide an understanding of the report.
5. **Submission**  
Summary of the applicants/submitters submission to the Council with no evaluation or comment by the officer.
6. **Report**  
The officer's evaluation, analysis and basis to the Recommendation to Council.

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7. Strategic Plan/Policy Implications  
Reference to the Strategic Community Plan 2016-2026 – Key Result Areas and Objectives, together with a 'list' of relevant Council Policies. If necessary the relevance of the Policy can be explained.  
  
Assume Elected Members have copies of the Corporate Strategic Plan and a copy of the Council's Policy Manual.
8. Budget/Financial Implications  
Discuss any cost or financial impacts, source of funding the difference between capital and on-going costs and both the short and long term consequences of the Recommendation.  
  
Reference should also be made to the Principal Activities Plan, where appropriate.
9. Legal Implications  
Reference to any Statutory requirements or legal advice related to the item.
10. Community Consultation  
Refer to any community consultation which has taken place or opportunity to seek feedback from the community in relation to the item.
11. Risk Management Implications  
Inform Council of risks that might be encountered if the recommendation/s presented are either followed or not followed (risk management considerations apply equally to Council taking no action), Explain succinctly the risk associated in accordance with the City of Cockburn Risk Framework. I.e. the implications in terms of precedent, exposure of the city if Council defers or does not support the recommendation/s in the report.
12. Attachments  
Include any relevant attachments to the Agenda which will assist the Elected Members to understand the item, ensuring colour copies are provided where the attachment includes colour information/content.  
  
Where an Elected Member has specifically requested:
  1. an item of correspondence, or;
  2. a submission,
they have written and that has been forwarded by them to the Council's Administration, be included, then this documentation should also be attached to the Agenda.

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13. Advice to Proponent(s)/Submissioner(s)  
Notation to be made that proponents or submissioners directly associated with the item have been informed of the date of the Council Meeting at which the matter will be considered.
  
14. Implications of Section 3.18(3) of the LG Act  
There are 3 areas to be discussed in relation to the Recommendation, namely that any service/facility:-
  1. integrate with any other Commonwealth or State programme.
  2. not duplicate any Commonwealth or State programme; or
  3. be managed efficiently and effectively.