

DA	ACCESS TO LEGAL SERVICES FOR ELECTED MEMBERS & EMPLOYEES
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DIVISION:	Office of the Chief Executive Officer
BUSINESS UNIT:	Office of the Chief Executive Officer
SERVICE UNIT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	086/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	12 May 2022
ATTACHMENTS:	N/A
VERSION NO.	7

Dates of Amendments / Reviews:	
DAP Meeting (former):	24 May 2012 25 February 2016 22 November 2018 23 May 2019 26 November 2020
OPCo Meeting:	21 April 2022
OCM:	9 April 2009 14 June 2012 10 March 2016 14 June 2018 13 June 2019 10 December 2020

FUNCTION DELEGATED:

The authority to approve the provision of financial assistance for legal representation to Elected Members and employees.

CONDITIONS/GUIDELINES:

- (1) An Elected Member or Employee is to make a written application requesting legal services to the Executive Governance and Strategy who will make the determination in consultation with the CEO and Mayor.
- (2) The payment of legal services' costs to an Elected Member or employee, in respect of each application, is not to exceed \$25,000 without the approval of Council.
- (3) The Executive Governance and Strategy is to report to Council all legal services obtained by Elected Members and Employees including details of the action and payments made under the Policy by confidential memo, or email (also to be uploaded to Elected Members Portal(Hub)) as soon as practical, or within a month of the expenditure.
- (4) All transactions utilising this delegation are to be recorded in the City's Record Keeping system (ECM) by the delegated officer or by another officer directed by the delegated officer.

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AUTONOMY OF DISCRETION:

As provided under legislative requirements and the above conditions/guidelines.

LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

s5.42 Council may delegate some powers and duties to the CEO.
S9.56 of the Local Government Act 1995
Policy 'Access to Legal Services for Elected Members and Employees'

DELEGATE:

Chief Executive Officer.
Note: The Chief Executive Officer will sub-delegate this authority to:

DELEGATE/S AUTHORISED:

Executive Governance and Strategy