

DA	CONDUCT OF ELECTIONS BY POSTAL BALLOT	SC8
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DELEGATED AUTHORITY CODE:	SC8
DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Governance
SERVICE UNIT:	Governance
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	086/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	9 June 2016
ATTACHMENTS:	N/A
VERSION NO.	4

Dates of Amendments / Reviews:	
DAPPS Meeting:	24 May 2012 28 November 2013 26 May 2016
OCM:	9 April 2009 14 June 2012 12 December 2013

FUNCTION DELEGATED:

The authority to seek the permission of the Electoral Commissioner to be responsible for the conduct of Council elections.

CONDITIONS/GUIDELINES:

- (1) Agreement to be sought in August preceding each ordinary election cycle;
- (2) Once agreement has been obtained, the matter will be presented to Council for formal consideration;
- (3) Any relevant provisions of the Local Government Act, 1995, to be complied with; and
- (4) All transactions utilising this delegation are to be recorded in the Recording of Delegated Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

AUTONOMY OF DISCRETION:

As per conditions above

LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

Council Policy SC8 "Review of Electoral Matters" refers.

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DELEGATE:

Chief Executive Officer

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

DELEGATE/S AUTHORISED:

Director, Governance & Community Services