

Policy Type

Council

Policy Purpose

To provide a process by which Council formally introduces and reviews its Delegated Authorities and Policies.

Sec.2.7(2) (b) of the Local Government Act, 1995, provides that the role of the Council is to 'determine the local government's policies'. In the past, this has been achieved through either a committee process, or by providing proposed new or amendment documents directly to Council.

Policy Statement

- (1) Council will formally review all its Delegated Authorities and Policies over a two year period, corresponding with each Electoral Cycle and will ensure any amendments to any relevant Acts and/or subsidiary legislation affecting the City are reflected and incorporated in a timely manner.
- (2) Council will formally review all its adopted Delegated Authorities on at least an annual basis as required by legislation.
- (3) The introduction of new Delegated Authorities and Policies and all reviews of relevant documents may be undertaken in any manner approved by Council.
- (4) Such mechanisms can include:
 1. through a formally established Committee, pursuant to Sec.5.8 of the Act;
 2. an informal Working Group comprising of Elected Members and Staff convened to assess these documents, or at a Strategic Briefing Session, and/or
 3. individual officer reports provided directly to a meeting of Council, provided that the officer has first engaged with Elected Members on the policy intent.
- (5) The methodology referred to in (4) above will be determined by resolution of the Council.
- (6) It is a requirement that any proposal to introduce, amend or delete any Delegated Authority or Policy of the City can only be effected by a decision of the Council once it has been introduced/reviewed in accordance with Point (3) above
- (7) In recognition of Council's sustainability initiatives, it will only be a requirement to reproduce and attach those documents, for which a material change is proposed to

the Agenda Papers. Minor and/or typographical changes will be listed in the Agenda Report.

- (8) The Organisational Performance Committee (OpCo) meetings will be held bi-monthly in February, April, June, August and October. The June meeting shall include the statutory review of Delegated Authorities required pursuant to the Local Government Act 1995, together with the review of delegations made under other legislation. The Governance Committee (GovCo) meetings will be bi-monthly in February, April, June, August and October. Policies will be reviewed on an ad hoc basis as required and formally planned for review over the calendar year.

Strategic Link:	Governance Framework
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Lead Business Unit:	Legal and Compliance
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