

POL	FORMAL INTRODUCTION AND REVIEW OF COUNCIL POLICIES, POSITION STATEMENTS & DELEGATED AUTHORITIES	SC47
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POLICY CODE:	SC47
DIRECTORATE:	Administration & Community Services
BUSINESS UNIT:	Executive Support
SERVICE UNIT:	Executive Support
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	086/001
DATE FIRST ADOPTED:	13 October 2011
DATE LAST REVIEWED:	12 December 2013
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	3

Dates of Amendments / Reviews:	
DAPPS Meeting:	22 September 2011 22 March 2012 23 May 2013 28 November 2013
OCM:	13 October 2011 12 April 2012 13 June 2013

BACKGROUND:

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.

PURPOSE:

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

POLICY:

- (1) Council will formally review all its Policies and Position Statements 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.

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- (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, Policies and Position Statements 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, and/or
 3. individual officer reports provided directly to a meeting of Council.
- (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 Policy, Position Statement or Delegated Authority 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. A hard copy is to be provided to Elected Members who request it, one week before the scheduled meeting, otherwise Agendas and Attachments will be provided electronically.
- (8) The DAPPS meetings will be held quarterly. The May Meeting shall include the statutory review of Delegated Authorities required pursuant to the Local Government Act 1995, together with review of delegations made under other legislation.