



POLICY
POLICY DEVELOPMENT



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To provide a guide by which Council can consistently develop, review and adopt policy statements.

Adopted:	11/11/1998 #325
Last reviewed:	27/09/2006 #519 28/04/2010 #105 11/07/2012 #163 10/12/14 #348
Legal Authority	Local Government Act 1995 Section 2.7 – Role of Council

Policy:

1. Purpose of Policy:

Policies are to be limited to the following purposes:-

- a) Policies that allow officers to carry out their duties and exercise their delegations in a manner that is consistent with Council’s strategic direction and expectations and without the delay of referring the matter to Council.
- b) Policies that relate to Council’s responses to community needs and aspirations as part of its role in community leadership.
- c) Policies in relation to legislative instruction/direction.
- d) Policies that align with Council’s approach towards key strategies included in its Strategic Community Plan to ensure priorities are being addressed.

2. Policy Formulation:

- a) New policies formulated by Council Officers are to be prepared in a draft format and are to be referred to the relevant Director, Manager, or the Chief Executive Officer accompanied by a supporting report for referral to Council. Where appropriate, consultation with affected stakeholders should occur as part of the policy development process.
- b) Whenever a new policy matter is proposed, every endeavour is to be made to incorporate the new policy into an existing policy statement relating to the same matter.

3. Policy Conflict

- a) No draft policy statement is to be proposed which would conflict with an existing local law or other legislation. Where a draft policy is to be adopted and it conflicts with an existing policy statement, Council is to consent to the abolition or amendment of the conflicting policy at the same time.

4. Policy Review:

- a) All policies are to be reviewed **at least biennially**.
- b) Council officers are to prepare a report to the relevant Director, Manager, or Chief Executive Officer for referral to Council recommending the policy/policies be retained, amended or abolished.