

POLICY MANUAL

POLICY NO	A.17
PROCEDURE SUBJECT	COUNCIL CONSIDERATION OF COMMITTEE RECOMMENDATIONS
FILE NUMBER	MTG6
ADOPTION DATE	19 MARCH 2013
REVIEW DATE	

STATEMENT OF INTENT

Recommendation from Council Committees will be considered by Council at the earliest opportunity.

OBJECTIVES

- 1) To ensure recommendations made by a Committee of Council are presented to Council for consideration.
- 2) To ensure that committee recommendations are tracked and that agreed action is completed.

POLICY STATEMENT

Responsible Officers

The Chief Executive Officer is responsible for ensuring committee recommendations are considered by Council and implemented as appropriate.

Recommendations of a Committee Meeting

Unconfirmed minutes of a Committee Meeting will be provided to elected members at the next appropriate Council meeting.

Recommendations from the Committee will be considered, accompanied by an Officer Report, at the next appropriate Council meeting.

The next appropriate Council meeting will be either the next Ordinary meeting or the meeting after that depending on the timing of the committee meeting and the amount of time and research required preparing the report.

Committee Meeting Status Report

The Committee Meeting Status Report will be updated by the Executive Assistant upon finalisation of the minutes of a Committee Meeting. The Report will be considered by the Senior Management Group at its regular meetings. It will also be included in the Monthly Councillor Forum Agenda.

The Status Report will include in summary form such information as is reasonable necessary to track progress of recommendations.