

Report 08.20
Date 4 February 2008
File E/06/30/03

Committee Finance, Evaluation & Risk Committee
Author David Benham Chief Executive

Centralised policies and procedures system

1. Purpose

To outline the operation of a centralised policies and procedures system.

2. Significance of the decision

The matters for decision in this report do not trigger the significance policy of the Council or otherwise trigger section 76(3)(b) of the Local Government Act 2002.

3. Background

At its meeting on 4 December 2007 the Finance, Evaluation and Risk Committee requested officers to report on progress of a centralised policies and procedures system.

4. Comment

Greater Wellington's management maintains a centralised database of management policies and procedures. This database is accessible to all staff through Greater Wellington's staff intranet. A copy of the relevant intranet page is attached as **Attachment 1**.

New policies come into effect after they have been considered by the Council's Executive Management Team and approved by the Chief Executive. A policy owner and policy administrator is allocated to each policy.

A review of policies undertaken in 2007 resulted in a significant number of policies being updated. Each policy has a review date to ensure it is regularly revised.

5. Communication

No communications are required in relation to this report.

6. Recommendations

That the Committee:

- 1. Receives the report.*
- 2. Notes the content of the report.*

Report prepared by:

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Attachment 1: Policy Register extract from Greater Wellington's staff intranet