

Report 08.138  
Date 17 March 2008  
File E/06/30/03

Committee Finance, Evaluation & Risk Committee  
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## Centralised policies and procedures system

### 1. Purpose

To provide further information to the Committee on the operation of Greater Wellington's 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 12 February 2008 the Committee considered a report (Report 08.20) on the operation of Greater Wellington's centralised system for organisational policies and procedures.

This report addresses the two matters raised by the Committee in its consideration of the initial report, being the arrangements for review of policies and the possibility of gaps in the register.

### 4. Arrangements for review of policies

A comprehensive review of policies was commenced in 2007. As part of this review existing policies are being reviewed and updated, as appropriate.

All new and revised policies have a policy review date specified on the front cover of each policy; an example of a cover page is attached as Attachment 1. It is the responsibility of the policy owner to arrange for the review to be undertaken.

A centralised record of policies and their review dates is held by the Secretariat. This record will be monitored to ensure policies are reviewed in a timely manner.

## 5. “Gaps” in the policy framework

Officers consider that the framework of Greater Wellington’s organisational policies is robust. The current review process is intended to update our policies to ensure that they reflect best practice.

Officers also monitor legislative reforms (e.g. the legislation currently before the House amending the Protected Disclosures Act) and guidance from key agencies (e.g. the Controller and Auditor-General’s 2007 guide to sensitive expenditure) for their relevance to Greater Wellington’s organisational policies’ framework.

An updated list of Greater Wellington’s organisational policies is attached as Attachment 2. It includes details of those policies currently under review or in development.

## 6. Recommendations

*That the Committee:*

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

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Attachment 1: Sample policy cover page

Attachment 2: List of Greater Wellington organisational policies