

# Warringah Council Policy

## GOV-PL 125

### Decisions/ Delegations During Christmas/ New Year Recess

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#### 1. The purpose of this policy is

To make provision for important Council Business to be conducted during the Christmas/New Year Period.

#### 2. Policy statement

So that decisions can be made on important or urgent Council matters over the Christmas/New Year recess, Council has delegated certain Council functions to the Mayor and the Deputy Mayor (in the Mayor's absence).

Over the Christmas/New Year recess, the Mayor or Deputy Mayor – subject to the limitations and restriction in Section 377 of the Local Government Act 1993 - can:

- Make decisions that would otherwise be made by the Council. These decisions must be reported to the Council at its first meeting in the New Year; and
- Authorise any work which, in the Mayor's opinion, is urgent and does not exceed \$10,000.

#### 3. Principles

Implementing the Decisions/Delegations During the Christmas/New Year Recess policy involves the following steps:

- in a December meeting each year, Council determines the start and finish dates for the forthcoming Christmas/New Year recess period.
- these dates are publicised through the Mayor's message, memos to staff, etc.

#### 4. Amendments

GOV-PL125 (Christmas/New Year recess) supersedes policy number 1.1.01. This policy was last amended on 14/9/93, as recorded in *Council Minute Number 583*.

GOV-PL125 (Christmas/New Year recess) was amended on 28/11/2000, as recorded in Council Minute Number 771.

This policy was amended on 27 February 2007, as recorded in Council Decision 38.

The policy was last amended on 9 February 2010, as recorded in Resolution xx/10.

#### 5. Authorisation

The Decisions/Delegations during Christmas/New Year Recess policy was authorised by Council on 14/8/84 and amended on 9 February 2010.

This policy is due for review following every Council election.

**6. Who is responsible for implementing this policy?**

The responsibility for implementing the Decisions/Delegations during Christmas/New Year Recess policy is with the Council.

People who have responsibilities under this policy are:

- the Mayor
- the Deputy Mayor
- Director Corporate Services

**7. Document owner**

Director Corporate Services

**8. File number**

The Decisions/Delegations during Christmas/New Year Recess policy file reference number is 175.001.007.

The TRIM container number for the Council Policy Register is DC00028.

**9. Legislation and references**

For further information on legislation related to the Decisions/Delegations during Christmas/New Year Recess policy, see the *Local Government Act 1993, Section 226 and Sections 377-381*.

