

General conditions which apply to all delegations

- Delegated decisions are a decision of Council and are binding on Council.
- In making a decision or carrying out a duty under delegated authority, the delegatee must make themselves aware of and have regard to:
 - Council's Long-term Council Community Plan and other relevant Council or committee approved plans, policies and strategies
 - the political context in which they are working
 - any statutory requirements
 - possible conflicts of interest
 - the materiality of the decision to be made
 - short and/or long-term ramifications of the decision/choice to be made
 - the relative risk to the organisation of the decision/choice to be made.
- The delegatee shall abide by the Council's *Guidelines on Decision-Making*.
- Where a decision is politically sensitive, the delegatee shall seek the input from a higher organisational level, or a committee or the Council, whichever is the most appropriate.
- Major decisions made under delegated authority must be reported in writing to the Council or relevant committee.
- This delegation lapses when the delegatee changes their position, or leaves the organisation, or is advised in writing by the Council that it is revoked.
- The delegatee must act within the law, Council policy (as approved by Council from time to time) and the Annual Plan.