

**Subject:** LOCAL POLICIES CONCERNING APPROVALS AND ORDERS - AMENDMENT AND REVOCATION

**Description:** This document describes the manner in which amendments and revocations may be made to Council's local policies.

**Objective:** To ensure that local policies are not amended or revoked until adequate consideration has been made and to comply with the provisions of Sections 165, 166 and 167 of the Local Government Act, 1993.

### PART 1 - POLICY

1. That Council adopt a procedure of review for the proposed amendment or revocation of local policies.
2. That procedures be as follows:
  - (a) That notice be given to Council that amendments to or revocation of a specific policy is requested.
  - (b) That notice be given to Council as to what amendments and/or action is considered desirable.
  - (c) That the appropriate staff member be requested to submit a report on the objectives of the current policy and the impact of the suggested amendments to or revocation of that policy.
  - (d) That the policy only be amended by means of adopting a new policy, as per Section 165 of the Local Government Act, 1993, which involves preparation of a draft policy, public exhibition of the draft, consideration of submissions and final adoption or otherwise.
  - (e) Any decision to revoke a policy will only be taken after following the procedures of Section 165 of the Local Government Act, 1993.

### PART 2 - EXEMPTIONS

Where wording is amended but where neither substance nor policy is changed.

### PART 3 - CRITERIA

1. To provide Council with the mechanism to amend or revoke local policies.
  2. To ensure the public is kept aware of such amendments or revocations relating to local policies.
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## PART 4 - OTHER MATTERS

1. Amendments to local policies may deal with the whole or part of the local policy amended.
2. Public inspection is to be free of charge.
3. Copies of local policies are to be made available free of charge.

**Review:** This policy is to be reviewed as necessary or every four (4) years in accordance with Sections 158 to 167, Local Government Act, 1993.

**Resolution No: 265/97; Reviewed September 03: 452/03; March 05: 94/05; Reviewed September 09: Revised February 2011: 46/11; Adopted without Change August 2013 (249/13).**