Policy Control (Governance) Policy

Policy Approval and Distribution

Approved by	Council resolution
Responsible Officer	Teresa Breslin, Governance Officer
Council Service Unit	Governance and Business Systems
Next Review Date	10-02-2022

Version Control

Ref	Date	Description	Council Resolution
1.0	27-03-2018	Presented to Council for adoption	64/2018

Purpose

The purpose of the policy is to outline Council's protocols for adopting and managing Council policies.

Scope

This policy applies to all Council staff.

Legislative Framework

Local Government Act 1993.

Related CGRC Procedure

Policy Creation Procedure

Review Period

This document is to be reviewed every four (4) years to ensure that it remains relevant and meets legislative requirements.

Policy Statement

Cootamundra-Gundagai Regional Council will address the matter of policy governance in a systematic manner by;

1. Setting policy that is consistent with legislation mandated by NSW and Federal (Australian) Government Acts of Parliament.

2. Considering the policy recommendations of Local Government NSW in formulating all its policies.

3. Being responsible for generating all policies used in managing the activities and business of Council.

4. Ensuring only policies that have been adopted by Council Resolution or approved by the General Manager are implemented. As a 'general rule' Council Resolution is required for the adoption of all policies except for HR policies relating to 'Staff only'.

5. Ensuring all policies address and support the actions and procedures that must be carried out by Councillors and Council officers in serving the public and fulfilling their statutory obligations.

6. Ensuring all policies that have a substantial array of procedural requirements, have a separate document titled 'procedure' supporting the policy. However, in cases where these procedural requirements are brief, consideration should be given to including them in the policy rather than a separate procedural document.

7. Ensuring all policies are presented in the template format outlined in the 'Policy Creation Procedure'.

8. Ensuring that all policies are kept up-to-date, by re-adopting policies as required or by the review dates set by Council or legislation.

9. Ensuring that all policies are updated, as required, to reflect any minor formatting, branding, or staff title or contact changes (not relating to major content or functionality of the policy changes). These changes are able to be made without the need for re-approval or adoption.

10. Ensuring all policies are publicly available on Council's website, excluding policies that are directly relate to Staff only, or internal administrative procedures.

11. Enabling all officers to be aware of Council policies, especially those that direct and support their day-to-day duties.