
POLICY TITLE: **REVIEW, ADOPTION AND ALTERATION OF COUNCIL POLICIES**

FOLDER NUMBER: F2007/00307
POLICY OWNER / DIVISION: Office of the General Manager
POLICY OWNER / BRANCH: Risk & Audit
FUNCTION: Policies - Review, Adoption, Alteration

RELEVANT LEGISLATION:

POLICY ADOPTION/AMENDMENT DATE: 8 August 2018 **REPORT NUMBER:** CS33/18

REVIEW YEAR: 2024

AMENDMENT HISTORY: 9 September 1998 (Report ST47/98)
9 June 2004 (Report GM6/04)
10 October 2007 (Report GM13/07)
13 May 2009 (Report GM7/09)
17 April 2013 (Report GM2/13)
8 April 2015 (Report CS6/15)

RELATED POLICIES:

POLICY PURPOSE / OBJECTIVES:

To provide a process for the adoption, alteration and periodical review of Council Policies.

POLICY STATEMENT:

Definitions

1. A "Policy" is a document which is:
 - a) required or allowed by legislation to be determined by resolution of Council;
 - b) a broad statement of objectives, protocols or principles in relation to specific activities/issues of Council, the merits of which require it to be determined by resolution of Council;
 - c) a collection of rules, regulations, codes and standards relating to a particular subject and designed to provide guidance to Council staff and external parties about how business is done with Council, the merits of which require it to be determined by resolution of Council;
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2. A "Determination" is a document which has the same characteristics as a Policy but the merits of which do not require it to be determined by formal resolution of Council. A Determination is made effective by decision of the General Manager and/or EXCO.
3. A "Guideline" or "Procedure" is a document which provides more specific direction on how a Policy or Determination is to be implemented or applied, or which outlines specific work tasks within the organisation. A Guideline or Procedure can be made effective by decision of a Branch Manager, Divisional Manager, General Manager or EXCO.

New and Altered Policies

1. New draft Policies and draft alterations to existing Policies which are submitted to a Council meeting in conjunction with a report and are adopted, automatically become formal Policies of Council.

Deletion of Policies

Deletion of a Policy occurs when:-

1. A resolution to delete is adopted by Council

Review of Policies

1. Each Division of Council has a two month period in the first and third year of each term of Council where they are responsible for carrying out a review of all Policies under their control and recommending any changes to Council. Those two month periods are:-

February - March	Office of the General Manager & Corporate Support Division
April - May	Environment and Human Services Division
June - July	Planning Division
August - September	Infrastructure and Recreation Division

2. Changes in legislation are to be brought to Council's attention immediately where they affect Council's Policies.