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Policies - Referral to Council

Policy Number: POL12/270 • **Adopted:** 27/07/2004 • **Amended:** 25/08/2009, 26/02/2013 • **Minute Number:** MIN04.855, MIN09.1139, MIN13.128 • **File:** 27448E • **Produced By:** Finance & Corporate Services Group • **Review Date:** 01/12/2016

1. PURPOSE

- To articulate Council's policy and protocols with respect to the referral of policies to the elected Council for ratification, amendment, review or reaffirmation
- To ensure consistency in the way policy documents are created and presented to Council for consideration
- To provide each newly elected Council with an opportunity to familiarise itself with existing adopted policies and have input into determining whether policies should be reaffirmed, amended or rescinded
- To ensure that Council's policies are routinely and systematically reviewed and kept current in relation to legislation and other government directives, relevant standards and industry best practice, community expectations and internal procedures
- To align Council's miscellaneous policy review regime with the Local Approvals Policies provisions of the Local Government Act, in particular s.165 (4).

2. STATEMENT

This policy sets out the Council position regarding the formatting reviewing and rescinding of Council Policy.

2.1. Related Documents

Process for the Production of Policy Documents (internal process)

User Notes – Creating a Policy Document Using Document Assembly (internal procedures)

User Notes – Amending a Finalised Policy Document (internal procedures)

3. PROVISIONS

- 3.1. All public policies, other than those adopted by the newly elected Council be reviewed and submitted to Council for readoption within 12 months of the election of every new Council.
- 3.2. All public policies are to use the appropriate template comprise of the following format:

- Purpose
 - Statement (which can include subheadings like background, scope, definitions, relationship to other documents etc),
 - Provisions (the actual details of the policy)
 - Implementation
 - Review
 - Application of ESD principles
- 3.3. In relation to non-urgent policies that have not been previously referred to Council in the standard format, the General Manager be requested to produce a policy statement in the standard format and submit it to Council for adoption.
- 3.4. In relation to policies that have not been previously referred to Council in the standard format and have been adopted by Council due to their urgency, the General Manager be requested to produce a policy statement in the standard format and submit it to Council for endorsement.
- 3.5. In relation to policies that have become redundant, the General Manager is to provide a report to Council to facilitate a resolution to rescind that policy.

4. IMPLEMENTATION

In relation to provision 3.1, all Council Groups have the responsibility to ensure that public policies within their jurisdiction are reviewed, updated and referred to Council within 12 months of the election of every newly elected Council.

The Finance and Corporate Services Group has responsibility for the overall coordination of the policy review process and Internet/Intranet publication of policies upon adoption, amendment or reaffirmation.

In relation to provision 3.2, it is the responsibility of the officer assigned in TRIM to produce, amend or review a policy to ensure that it is presented to the elected Council in the standard policy format and in accordance with adopted internal processes and procedures.

With regard to provision 3.3, it is the responsibility of the relevant Group to ensure that any policy directive adopted by the Council is articulated within a policy document created in the standard format and such document referred back to the elected Council for endorsement.

5. REVIEW

This policy will be reviewed within 12 months of the election of every new Council, or earlier should circumstances arise to warrant revision.

6. APPLICATION OF ESD PRINCIPLES

To reduce paper usage, this policy will be communicated to staff electronically and made available for on-line viewing on Council's Intranet Policy Index.