


Hay Shire Council Policy



Title of Policy	Policies – Procedure for Consideration and Adoption		
This applies to	All Staff		
Author	David Webb	Date Approved:	26/11/2019
Position of Author	General Manager	Authorised by:	Council
Legislation, Australian Standards, Code of Practice.	Australian Standard AS 8000-2003 on Good Governance Principles states that <i>“The governance requirements created by the entity’s operations need to be identified, managed and where necessary policies and procedures established”</i> .		
Related Policies/Procedures			
Attachments			
Aim	To provide a process for the identification, development and review of appropriate policies and procedures that facilitates an effective governance and control environment.		
Version	Details	Date	
Version 1	Initial Issue	26/11/19	
Superseded Policies			
The Policy			

POLICY STATEMENT

- (i) Any policy proposal shall, as near as it is practicable to do, be committed to the standard format of the Council’s Policy Register before being submitted for formal consideration of the Council.

IDENTIFICATION OF POLICY NEEDS

- (ii) Policy needs will continue to be identified by the Council, management and staff as well as any internal and external audit activities.

DEVELOPMENT AND ISSUE OF POLICIES

- (iii) The development of new and amended policies is the responsibility of the General Manager in conjunction with the Management Executive.
- (iv) Any new or amended Policies that, in the Council’s opinion, may impact on residents and ratepayers and/or on the provision of services to the community, are to be placed on public

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exhibition for a period of not less than 28 days, and any submissions received will be considered by Council prior to adoption of the Policy.

- (v) Sub-section (iv) will also apply to any Policies required by legislation to be placed on public exhibition prior to adoption e.g. Payment of Expenses and Provision of Facilities to the Mayor and Councillors.

DISSEMINATION OF COUNCIL POLICIES AND STAFF AWARENESS

- (vi) Subject to adoption by the Council, new and amended policies are to be disseminated to all staff and incorporated into the Policy Manual.
- (vii) A current and up to date Policy Manual is to be maintained and be accessible to all staff.
- (viii) A copy of the Policy Manual will also made available on the Council's Website.

POLICY UPDATE AND REVIEW PROCESS

- (ix) In order to ensure that policies remain relevant a program of ongoing review of policies not later than every three years will be developed and maintained.
- (x) Individual policies will be reviewed and amended in advance of the scheduled review date when circumstances warrant. This may be prompted by factors such as a change in legislation, a change in government policy or as a result of a need identified by the Council, management and staff or internal and external audit activities.
- (xi) The General Manager is authorised to update those Policies that require only minor amendments that do not alter the substance or intent of the Policy. Some Policies for example only need a position title or the name of an Act referenced in the document to be updated.
- (xii) Those Policies that require more significant changes will be subject to a separate report to Council.

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