

1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1		PEOC	09/04/2002
2	14/01/2003	25	14/01/2003
3		Manex	01/10/2008
4	11/05/2010	0142	11/05/2010
5	09/06/2015	15/161	09/06/2015
6	24/09/2019	19/302	25/10/2019
7	28/11/2023	23/275	01/02/2024

2 Policy Objective

The purpose of this policy is to provide the opportunity for ample consideration of proposed policies or amendments to policies before adoption and promote consistency of approach and administrative efficiency.

3 Policy Statement

This policy applies to all policies of Griffith City Council.

Council recognises two distinct types of policy:

Council Policies

These are policies that interpret and implement requirements of the Act and relate directly to elected members and ratepayers and include Local Policies (which deal with Local Planning Matters).

Council policies shall be submitted to Council by way of:

- (a) A Notice of Motion; or
- (b) A Report from a Committee; or
- (c) A Staff Report.

Council policies shall be considered by Council and advertised for a period of 28 days to allow for public comment prior to adoption. Council Policies are available on the Council website. Submissions to advertised policies are presented to Council for consideration in a report to Council, at which Council will adopt a final version of the policy.

Internal Policies

These are policies that relate to the corporate operations of council and which are the responsibility of the General Manager under the Act (Section 335).

Internal policies fall into the following categories:

- (a) Staff Administration;
- (b) Work, Health and Safety;
- (c) Information, Communication and Technology.

Internal policies shall be considered by Senior Management Team (SMT) and the Council Consultative Committee. Final draft policies will be submitted to SMT for adoption.

Internal Policies do not require public consultation and are available to staff on the Council Extranet.

All policies of Council are to be:

- (a) Formatted on the appropriate corporate template;
- (b) Stored in the Council Electronic Document Management System and subject to this system's policy of administration and procedures;
- (c) Reviewed at least once in each Council term.

4 Definitions

Council – Griffith City Council

Act – Local Government Act 1993

SMT – Senior Management Team

5 Exceptions

None

6 Legislation

Local Government Act

7 Related Documents

None

7 Related Procedure

DAK-PR-110

8 Directorate

Economic & Organisational Development