

Policies – Adoption of POLICY – GC-CP-311



Directorate	Executive Services	
TRIM Ref	14/14400	
Status	Current	
Adopted	9 June 2015	Minute No: 15/161

Policy Objective

The purpose of this policy is to:

1. Provide the opportunity for ample consideration of proposed policies or amendments before their adoption.
2. Promote consistency of approach and administrative efficiency.

Policy Statement

This policy applies to all policies of Griffith City Council

Council recognises two distinct types of policy.

1. 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.

2. 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) Occupational Health and Safety
 - c) Information, Communication and Technology.

Internal policies shall be considered by SMT or their delegated committee prior to adoption. They do not require public consultation.

All policies of Council are to be:

- Formatted on the appropriate corporate template
- Stored in TRIM and subject to this system's policy of administration and procedures
- Reviewed at least once in each Council term.

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Definitions

Council – Griffith City Council

Act – Local Government Act 1993

SMT – Senior Management Team

Exceptions

None

Legislation

Local Government Act

Related Documents

None

Related Procedure

DAK-PR-110

Policy History

Revision Number	Date of Adoption/Amendment	Minute Number
1	09/04/02	197 (PEOC)
2	14/01/03	25
3	01/10/08	Manex Meeting 01/10/08
4	11/05/10	0142
5	09/06/15	15/161