

<b>DOCUMENT CONTROL POLICY</b>	
Council Policy	
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Next Review	January 2027

## 1. POLICY STATEMENT

Council is committed to developing and reviewing policies to assist in the governance and administration of its operations. Policies assist Council in its delivery of robust and transparent governance in line with Council's policy role as outlined in the Local Government Act 1999.

## 2. PURPOSE

### 2.1 Purpose

To provide a process for the review of Council and Administration policies.

### 2.2 Scope

This Policy applies to all Policies endorsed by Council.

### 2.3 Strategic Reference

#### 5 Governance and Financial Sustainability

5.5 We meet or exceed legislative and accreditation requirements for all relevant programs.

## 3. PRINCIPLES

- 3.1 Policies set out Council's position and accepted approach on various matters regarding its operations, role and service provision.
- 3.2 Policies that have been determined to be Council 'public' documents will be developed, reviewed and adopted by the Council. Administration Policies are developed and formally adopted by Council in the first instance and then reviewed and adopted by Management Group on an ongoing basis.
- 3.3 Policies will be reviewed within 12 months following a General Election, and additionally when required in line with legislative changes or by resolution of Council.
- 3.4 All policies will be identified as a Council Policy or an Administrative Policy.
- 3.5 Council may, at any time, by resolution require any policy to be reviewed and referred back to Council for consideration following the review.
- 3.6 The Policy review process will include Elected Member and employee consultation, and may include public consultation where required by the policy or legislation.

## 4. RESPONSIBILITY & REVIEW

### 4.1 Responsible Officer

Director City Services

### 4.2 Availability

This policy will be available on Council's website.

#### **4.3 Review**

This policy will be reviewed within 12 months of a General Election for Local Government, or as required to meet other obligations.

### **5. REFERENCES**

#### **5.1 Legislation**

Local Government Act 1999