### Procedure 5.01.2

**Policy & Procedure management and control**

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<tr>
<th>Department</th>
<th>Workforce and Administration</th>
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<td>Responsible Officer</td>
<td>Workforce and Administration Manager</td>
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<td>Version</td>
<td>3</td>
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<td>Approved by LEG</td>
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### Introduction

The ongoing management of Council’s policies and is the critical factor required to ensure their successful implementation and to achieve compliance. A centralised policy management methodology enables the maintenance of an accurate, professional and identifiable set of policies with their associated procedures, guidelines and information.

*Policy 5.01 Governance* establishes the principles and objectives underpinning all its policies. *Procedures 5.01.1 Policy and Procedure creation or amendment* deals with the required format for policies and procedures. This procedure details how Council policies are to be managed on a day to day basis.

### Guidelines for policy management and control

#### Centralised control

The day to day management of all adopted policies and procedures has been delegated to an officer who has portfolio responsibility for this policy and other associated tasks. In this capacity the officer shall be identified as the Policy Officer. Policy management includes the creation, amendment, storage and revocation of all policies and related procedures.

#### Policy and procedure storage and recording in TRIM

All adopted policies and procedures will be maintained on Council’s records management system (TRIM). The folder number in TRIM is F11/537 CORPORATE MANAGEMENT – POLICY – Council Wide – Council Policies.

All policy and procedure files will have ‘read-only’ access for staff other than:

- The General Manager
- Workforce and Administration Manager, and
- Delegated Policy Officer(s),

TRIM allows version control of all files with accurate records being maintained of any amendments that are made over time.
Notation on all Council reports

All Council reports are to include a subheading ‘Policy impact’. The report must note if the adoption of the report will create, amend, revoke or in any way impact upon existing policies or associated procedures. A standard recommendation must then be added ‘That the Policy Officer be notified of the policy impact of this resolution through a minute instruction.’

Prohibitions and authorities

Elected Councillors have sole authority to set and adopt policy. Staff must never assume authority to set or implement policy without a clearly adopted resolution of the Council. Staff must not alter or amend any policy or related procedure for which the Council is responsible without the prior knowledge and consent of the Council and in consultation with the General Manager.

As per procedure 5.01.1 Policy and Procedure creation or amendment, a New or Amended policy and procedure proposal form must be completed and submitted to the Policy Officer before Council is asked to consider adoption of a new or amended policy or procedure. Two main aspects should be considered before proposing a new policy or procedure:

1. Does an existing policy or procedure address the objectives and principles of the proposed additional policy or procedure?
2. If not, is the proposed statement a policy, or is it a procedure that can be dealt with as an addition to an existing policy?

The Policy Officer will review the proposed policy or procedure and advise in writing within 10 working days if it requires any changes before being submitted for Council’s consideration.

The Policy Officer is responsible for keeping a register of all new proposed policies and procedures that records the date received, the date of response, the nature of any required changes and the date of the Council meeting to which it will be submitted. The Policy Officer will record this information using the Policy Map and the Procedure Map.