

Policy 6.01 Governance

Directorate	Business and Governance
Responsible Officer	Director Business and Governance

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1.1 Introduction

1.1.1 Scope

This policy prescribes the processes associated with developing, implementing, monitoring, and reviewing all Bega Valley Shire Council (BVSC) policies and procedures.

1.1.2 Purpose

To document the scope and limitations of BVSC policies and to state Council's protocols for adopting and managing policy.

1.2 Definitions

Nil.

1.3 Legislation

Local Government Act 1993

1.4 Implementation

1.4.1 Policy Statement

Bega Valley Shire Council will engage relevant stakeholders to review its policies in a clear and transparent manner by:

- Setting policy that is consistent with legal obligations mandated by NSW and Australian Government Acts of Parliament.
- Considering the policy recommendations of Office of Local Government when formulating its policies.
- Being responsible for setting all policies used in administering the activities and business of Council.
- Ensuring only policies that have been adopted by council resolution are implemented.
- Ensuring all policies deal with the principles underpinning actions and procedures that must be carried out by Councillors and Council officers in serving the public and fulfilling their statutory obligations.
- Ensuring all policies are recorded in the template format outlined in Procedure 5.01.1 – Policy and Procedure Creation or Amendment.
- Ensuring members of the public are engaged during the review of any policy and are provided the opportunity to have input into the policy's content and implementation.
- Maintaining a policy register and ensuring all BVSC policies are publicly available on Council's website.
- Ensuring BVSC officers are aware of the policies that direct and support their work and act in accordance with those policies.

1.4.2 Responsibilities

1.4.2.1 Elected Council

Councillors have the responsibility for considering the content of revised or newly drafted policies and placing any draft documents on public exhibition to allow members of the community to contribute to the review process.

The Councillors have the responsibility of endorsing the final versions of new or reviewed policies prior to their adoption and implementation.

1.4.2.2 Chief Executive Officer (CEO), Leadership Executive Group (LEG)

The CEO will have the responsibility of making sure all local policies of council are reviewed and adopted in accordance with Section 165 of the *Local Government Act 1993*.

The CEO in consultation with members of the Leadership Executive Group will be responsible for ensuring relevant council officers are engaged to review, develop, and implement adopted policies of council.

The Leadership Executive Group (LEG) will be responsible for completing internal reviews of policy documents before they are presented to council for consideration and adoption.

1.4.2.3 Business and governance directorate

The Business and Governance Directorate, through the People and Governance Section will be responsible for coordinating the review, update, and publishing of adopted policies of council in accordance with Section 165 of the *Local Government Act (1993)*.

1.5 Supporting documents

1.5.1 BVSC Procedures that relate to this Policy

Procedure No.:	Procedure Name	External or Internal Procedure
6.01.01	Policy and procedure creation or amendment	External
6.01.02	Document control	Internal

1.5.2 BVSC Policies that Relate to this Policy

Policy No.:	Policy Name
6.02	Behaviour of Councillors and Staff
6.03	Risk Management
6.11	Information (Records)Management
6.12	Access to Information

Note: Policy details may change from time to time. To ensure you are viewing the most recent version please view Council's adopted Policies and Procedures on Council website.