

POLICY REGISTER

NO	POLICY	DEPT	RESPONSIBLE OFFICER	OBJECTIVE	DATAWORKS	ADOPTION DATE	RESOLUTION NO	PROPOSED REVIEW DATE	COMMENTS
1	Advertising in Public Place	Planning and Environmental Services	Manager Development and Planning	Distribution of flyers.		21/02/2001	243.14		Requires review
2	Advertising Signage on Public Infrastructure	Planning and Environmental Services	Manager Development and Planning	Guide to determine applications for erection of advertising signage on Council controlled public infrastructure.		20/02/2002	231.4		Requires review
3	Alcohol Free Zone - Suspensions	Planning and Environmental Services	Director Planning and Environmental Services	Guidelines for suspension of alcohol free zones.		19/12/2001	8.7		Requires review
4	Alcohol Possession and Consumption - Wolesey Park	Planning and Environmental Services	Director Planning and Environmental Services	Provide standard and level of control.		09/02/1997	163.1		Requires review
5	Allocation of Corporate Support Expense to Community/Sponsored Services	Business and Finance	Chief Financial Officer	Guidelines for allocation of corporate support to community/sponsored services in accordance with clause 9.5 Local Government Code of Accounting Practice.		14/12/2000	Manex		Requires review
6	Animal Control - Companion Animals Management Plan	Planning and Environmental Services	Manager Building and Environment	Guidance for management of companion animals.		17/07/2009	278.2		Requires review
7	Animal Control - Keeping Animals and Birds in Urban Areas	Planning and Environmental Services	Manager Building and Environment	Enable keeping animals and birds in healthy and environmentally acceptable manner.		21/02/2001	243.15		Requires review
8	Anti-Corruption - Gifts and Benefits	Business Systems and Governance	Executive Manager Business Systems and Governance	Ensure propriety, probity and transparency in dealing with offer and acceptance of gifts and benefits.		20/04/2011	215.1		Requires review
9	Asbestos Waste Disposal	Planning and Environmental Services	Manager Environment and Building	Guidance on disposal of asbestos waste.		17/06/2009	278.1		Requires review
10	Asset Management Policy	Infrastructure Services	Manager Asset Design Development	Ensure management of assets.		16/11/2011	118.4		Requires review
11	Audio Recording and Live Broadcast of Council Meetings	Business Systems and Governance	Executive Manager Business Systems and Governance	Audio recording and live broadcast of proceedings of ordinary, extraordinary and s355 committee open meetings of council.	929943	21/10/2015	19.10/15	21/10/2019	Current
12	Building Over Sewers	Infrastructure Services	Manager Water Services	Policy to allow erection of structures over sewers.		18/06/1997	337.5		Requires review
13	Burning of Vegetation	Planning and Environmental Services	Manager Building and Environment	Define areas restricted from burning.		20/07/2011	16.7		Requires review
14	Business Continuity Plan	Business Systems and Governance	Executive Manager Business Systems and Governance			20/02/2014	138.3		Current
15	Claim for Court Expenses	Human Resources	Manager Human Resources	Recognise wages and travelling costs of staff involved in court cases.		16/12/1992	583		Requires review
16	Code of Meeting Practice	Business Systems and Governance	Executive Manager Business Systems and Governance			21/10/2015	19.10/15	21/10/2016	Current
17	Commercial Premises and Flooding - Guide to Development	Planning and Environmental Services	Manager Development and Planning	Aims to reduce impact of flooding on existing and future developments.		15/11/2000	159.2		Requires review
18	Communications and Media Engagement Policy	Customer and Community Relations	Manager Customer and Community Relations	Framework for internal and external communications, including detail on how Councillors and staff will engage with the media.	878137	15/07/2015	9.07/15	15/07/2019	Current
19	Communications Strategy - The Art of Communicating	Customer and Community Relations	Manager Customer and Community Relations			16/07/2014			Current
20	Community Engagement Policy	Customer and Community Relations	Manager Customer and Community Relations	Framework for how Council engages with the community.	784388	16/07/2014	11.07/14	21/05/2016	Current
21	Competitive Neutrality Complaints	Business Systems and Governance	Executive Manager Business Systems and Governance	Establish and advise of a management system to handle competitive neutrality complaints in compliance with National Competition Policy.	634392	01/09/2012	28	31/08/2016	Current
22	Complaints Policy	Customer and Community Relations	Manager Customer and Community Relations	Framework for handling complaints.	667394	19/12/2012	182	19/12/2013	Requires review
23	Compliance and Enforcement Policy	Planning and Environmental Services	Director Planning and Environmental Services	Guidelines in dealing with regulatory action by Council, customer service requests or complaints about unlawful activity.		21/09/2011	74.7		Requires review
24	Constitution of Crime Prevention Committee	Planning and Environmental Services	Director Planning and Environmental Services	S355 Committee of Council constitution.		21/11/2012	162		Current
25	Constitution of ANZAC Commemoration Committee	Planning and Environmental Services	Director Planning and Environmental Services	S355 Committee of Council constitution.		16/10/2013	34.10/13		Current
26	Constitution of Audit Committee	Business Systems and Governance	Executive Manager Business Systems and Governance	S355 Committee of Council constitution.		28/08/2013	448		Current
27	Constitution of Business Partner Program Committee	Planning and Environmental Services	Director Planning and Environmental Services	S355 Committee of Council constitution.		15/08/2007			Requires review
28	Constitution of Gunnedah Memorial Pool Complex Committee	Planning and Environmental Services	Director Planning and Environmental Services	S355 Committee of Council constitution.		20/11/2013	23.11/13		Current
29	Constitution of Gunnedah Shire Council Community Scholarship Fund Committee	Planning and Environmental Services	Director Planning and Environmental Services	S355 Committee of Council constitution.		21/09/2011	70.3		Current
30	Constitution of Gunnedah Shire Floodplain Management Committee	Planning and Environmental Services	Manager Development and Planning	S355 Committee of Council constitution.		16/03/2011	194.2		Current
31	Constitution of Northwest Regional Community Care Project Advisory Committee	Community Services	Manager GoCo	S355 Committee of Council constitution.		19/03/2008	218.1		Requires review
32	Constitution of Planning Environment and Development Committee	Planning and Environmental Services	Director Planning and Environmental Services	S355 Committee of Council constitution.		16/09/2009			Current
33	Constitution of Showground Committee of Management	Infrastructure Services	Director Infrastructure Services	S355 Committee of Council constitution.		18/05/2011	245.1		Current

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34	Councillors and Mayor - Payment of Expenses and Provision of Facilities	Business Systems and Governance	Executive Manager Business Systems and Governance	Accountability and transparency in the reimbursement of expenses incurred and facilities provided to Councillors.	907615	21/10/2015	18.10/15	21/10/2016	Current
35	Customer Service	Customer and Community Relations	Manager Customer and Community Relations	Ensuring staff provide consistent, positive customer service across the organisation and to provide guidance.	816635	17/07/2013	425	17/07/2017	Current
36	Debt Recovery	Business and Finance	Chief Financial Officer	Establish guidelines in recovering outstanding accounts and determine genuine hardship.	648369	17/10/2012	80	17/10/2013	Requires review
37	Development Application Fee Refund	Planning and Environmental Services	Manager Development and Planning	Guideline for refund of fees.		23/06/1999	391.3		Requires review
38	Development Control Plan - Central Business District	Planning and Environmental Services	Manager Development and Planning	Section 72 of the Environmental Planning and Assessment Act.		18/10/2006			Requires review
39	Development Control Plan - Principles of Development	Planning and Environmental Services	Manager Development and Planning	Section 72 of the Environmental Planning and Assessment Act.		18/10/2006			Requires review
40	Development Control Plan No 6 - East Gunnedah	Planning and Environmental Services	Manager Development and Planning	Section 72 of the Environmental Planning and Assessment Act.		17/05/2006			Requires review
41	Drinking Water Quality	Infrastructure Services	Manager Water Services	Outline Council commitment to ensuring water it supplies is safe to drink and high quality.	856576	18/04/2015	21.04/15	18/04/2019	Current
42	Drug and Alcohol Management	Human Resources	Manager Human Resources	Comply with WHS	794774	21/03/2012	194.5	21/03/2016	Current
43	Economic Development Strategy	Planning and Environmental Services	Director Planning and Environmental Services	Framework and directions for economic development within Gunnedah Shire, with focus on actions that can be achieved over 5 years.		19/03/2014	13.03/14	19/03/2019	Current
44	Elected Members - Communication	General Managers Office	General Manager	Facilitate involvement of Councillors, public, users of facilities and services and Council staff in the development, improvement and coordination of LG issues, keep community informed and engaged in strategic decision making.		06/01/1999			Requires review
45	Elected Members - Swearing in of Councillors to Gunnedah Shire Council	Business Systems and Governance	Executive Manager Business Systems and Governance	Pledge.		15/06/2011	266.4		Requires review
46	External Community Grants	Planning and Environmental Services	Director Planning and Environmental Services	Define processes and standards by which Council conduct assessment of community initiated project proposals subject to external grant funding.	700247	19/06/2013	401	19/06/2014	Requires review
47	Fences (Dividing) - Contribution Towards Cost Adjoining Parks and Reserves and Public Roads	Infrastructure Services	Manager Public Facilities	Dividing Fences Act.		14/12/2000	Manex		Requires review
48	Financial Assistance Policy	Business and Finance	Chief Financial Officer	Govern how Council provide any financial assistance, in cash and in kind.	636468	18/04/2012	218.1	18/04/2013	Requires review
49	Footpath Occupation Policy	Planning and Environmental Services	Project Town Planner	Footpath occupation within Gunnedah's business zones.	944571	17/02/2016	21.02/16	17/02/2020	Amended
50	Footpath, Kerb and Gutter and Off-Road Cycleway Risk Management	Infrastructure Services	Director Infrastructure Services	Manage risk and formalise maintenance practices.		20/07/2011	18.1		Requires review
51	Fraud and Corruption Prevention	Business Systems and Governance	Executive Manager Business Systems and Governance	Inform staff and Councillors about responsibility and obligations in preventing and reporting instances of fraud and corruption within Council.	826092	17/12/2014	7.12/14	17/12/2018	Current
52	Garage Sales	Planning and Environmental Services	Manager Development and Planning	Guidelines for carrying out and frequency of garage sales.		01/11/2000	48.5		Requires review
53	Grant Policy	Business and Finance	Chief Financial Officer	Identify opportunities for grant funding to support operations.	709612	15/05/2013	350	15/05/2014	Requires review
54	Grazing of Stock on Public Roads in Gunnedah Shire	Business Systems and Governance	Executive Manager Business Systems and Governance	Ensure grazing of stock on public roads is regulated.		16/10/2002	95.1		Requires review
55	Gunnedah Community Scholarship Fund	Customer and Community Relations	Manager Customer and Community Relations	Establish scholarship fund for benefit of local students.		18/06/2008	300.1		Requires review
56	Gutter Crossings and Driveways - Bonds (Performance)	Infrastructure Services	Manager Works	Ensure construction and completion of gutter crossings and driveways to acceptable standard.		14/12/2000	Manex		Requires review
57	Harassment and Workplace Bullying	Human Resources	Manager Human Resources	Definition, direction and process to eradicate harassment and bullying.		17/11/2009	Manex		Requires review
58	Headworks Charges	Planning and Environmental Services	Manager Development and Planning	Authorise application of headworks charges to developments.		01/03/1995	87		Requires review
59	Hire - Buildings in the Cultural Precinct and Other Civic Buildings	Customer and Community Relations	Manager Customer and Community Relations	Procedure and criteria for use of Town Hall and other buildings.		15/08/2002			Requires review
60	House Raising Operations	Planning and Environmental Services	Director Planning and Environmental Services	Guidelines for implementation of voluntary house raising under Gunnedah and Carroll Floodplain Management Plan.		21/04/2010	227.3		Requires review
61	Implementation of Floodplain Management Plan for Gunnedah and Carroll - Voluntary Purchase and House Raising	Planning and Environmental Services	Director Planning and Environmental Services	Implement property modification measures outlined in Floodplain Management Plan for Gunnedah and Carroll.		21/04/2010	227.4		Requires review
62	Information Technology Usage	Business Systems and Governance	Executive Manager Business Systems and Governance	Users aware of requirements using information technology facilities and services.	634399	15/08/2012	29	31/08/2016	Current
63	Integrated Planning and Reporting - Community Strategic Plan - Community Engagement Policy	Business Systems and Governance	Executive Manager Business Systems and Governance	Framework to enable the Plan to be developed and facilitate ongoing consultation with the community.		25/08/2010	33.5		Requires review
64	Internal Reporting Policy	Business Systems and Governance	Executive Manager Business Systems and Governance	Encouraging staff and Councillors to report corrupt conduct.	863218	20/05/2015	11.05/15	20/05/2019	Current
65	Investment Policy	Business and Finance	Chief Financial Officer	Balance uncommitted funds to be invested in line with Investment Strategy.		17/12/2008	138.6		Requires review
66	Leasing and Licensing of Council Land and Property	Planning and Environmental Services	Director Planning and Environmental Services	Ensure leasing and licensing of Council owned and controlled land and property in an equitable manner to both community organisation and private individuals.	634395	15/08/2012	30	31/08/2016	Current
67	Library - Internet Access for Public Use	Planning and Environmental Services	Director Planning and Environmental Services	Provide internet to fulfil the information, education, recreation and cultural needs and requirements of residents.	640901	15/08/2012	31	31/08/2016	Current

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68	Loans by Council to External Bodies	Business and Finance	General Manager	Guidelines for negotiation and provision of funds as Council loan to external bodies.		18/02/2009	166.2		Requires review
69	Local Preference Policy	Business Systems and Governance	Executive Manager Business Systems and Governance	Ensure Council achieves best overall value for money in its procurement of goods and services.	945000	17/02/2016	13.02/16	17/02/2018	Current
70	Main Street Banners and Decorations	Customer and Community Relations	Manager Customer and Community Relations	Provide avenue for advertising coming community events.		16/07/1994	402.1		Requires review
71	Managing Unreasonable Complainant Conduct Policy	Business Systems and Governance	Executive Manager Business Systems and Governance	Assist staff members to better manage unreasonable complainant conduct.		21/10/2015	20.10/15	20/10/2019	Current
72	Model Code of Conduct	Business Systems and Governance	Executive Manager Business Systems and Governance	LGA requires adoption of code of conduct to incorporate the provision of the Model Code.		20/02/2013	219	16/03/2016	Reviewed March Ordinary Meeting
73	Model Code of Conduct - Procedures for the Administration of Model Code of Conduct	B	Executive Manager Business Systems and Governance	LGA requires adoption of the procedures for administration of the Model Code of Conduct.		20/02/2013	219	16/03/2016	Reviewed March Ordinary Meeting
74	Naming of Public Infrastructure and Public Acknowledgements	Planning and Environmental Services	Director Planning and Environmental Services	Protocol for naming of public infrastructure and publicly acknowledging individuals or organisations.	833698	19/06/2013	400	19/06/2017	Current
75	Occupational Health and Safety	Human Resources	Manager Human Resources	Recognise moral and legal responsibility to provide safe and health work environment.		21/08/2002	36.2		Requires review
76	OHS Consultation Policy	Human Resources	Manager Human Resources	Recognise moral and legal responsibility to provide safe and health work environment and consult with stakeholders.		Unknown	Manex		Requires review
77	OHS Risk Management System	Human Resources	Manager Human Resources	Provide safe and healthy work environment for all employees, contractors and visitors.		16/02/2001	Manex		Requires review
78	Organisational Principles	General Managers Office	General Manager	Principles that govern behaviour in transaction of Council business.		18/07/2007	9.2		Requires review
79	Parking Priority Policy	Infrastructure Services	Director Infrastructure Services	Ensure balance between public safety, traffic flow and equitable access to available parking.		15/04/2009	219.1		Requires review
80	Pesticide Use Notification Plan	Infrastructure Services	Senior Weeds Officer	Comply with NSW Pesticide Regulation 2009.	907959	21/10/2015	23.10/15	21/10/2020	Current
81	Policy Framework	Business Systems and Governance	Executive Manager Business Systems and Governance	Framework to establish requirements, accountability and responsibility for the approval, communication, enforcement and review of policies.	628085	04/01/2012	142.5	31/10/2015	Requires review
82	Privacy Management Plan	Business Systems and Governance	Executive Manager Business Systems and Governance	Plan outlining policies and practices to ensure compliance with requirements of PPIPA.		20/03/2013	285		Requires review
83	Procurement and Tendering	Business Systems and Governance	Executive Manager Business Systems and Governance	Guiding principles and standards by which all Council's procurement and tendering activities are conducted.	897485	16/09/2015	12.09/15	16/09/2017	Current
84	Project Management	Business Systems and Governance	Executive Manager Business Systems and Governance	Overarching project management framework.	928878	16/12/2015	12.12/15	16/12/2020	Current
85	Provision of Information	Business Systems and Governance	Executive Manager Business Systems and Governance	Guidelines for provision of information to the public.		03/05/1995	138		Requires review
86	Public Facilities - Cemeteries	Infrastructure Services	Manager Public Facilities	Guidelines for implementing consistent management plan for Council and funderal directors for service at cemeteries.		16/02/2011	169.9		Requires review
87	Public Liability Insurance - Contractors	Business Systems and Governance	Executive Manager Business Systems and Governance	Ensure Council indemnified from any claim arising from activity of contractor.		03/05/1995	138		Requires review
88	Purchase of Surplus Vehicles, Plant and Materials	Human Resources	Manager Human Resources	Enable staff to purchase certain items in open competition.		18/04/2001	293.4		Requires review
89	Rates - Aggregation of Parcels of Land Subject to Minimum Rates	Business and Finance	Chief Financial Officer	Utilise Section 548A of LGA to reduce impact of minimum rates.		21/08/1996	25.3		Requires review
90	Rates - Categorisation of Land for Rating Purposes	Business and Finance	Chief Financial Officer	Minimise rate burden on individual ratepayers.		22/08/1997	151		Requires review
91	Rates - Water Allowance for Medical Conditions Resulting in a Significant Increase in Water Usage	Business and Finance	Chief Financial Officer	Ensure residents with medical conditions resulting in increased water usage not be unduly burdened.		26/08/1998	38.5		Requires review
92	Records Management - Access to Information Policy	Business Systems and Governance	Executive Manager Business Systems and Governance	Principles of access to information and facilitate process for requests.		25/08/2010	33.7		Requires review
93	Records Management - Gathering Information	Business Systems and Governance	Executive Manager Business Systems and Governance	Required standard of information and data gathered to assist in defending public liability and professional indemnity claims.		20/12/2006	159.1		Requires review
94	Records Management - Requests/Complaints Registration	Business Systems and Governance	Executive Manager Business Systems and Governance	Management system to handle complaints.		21/10/1998	122.4		Requires review
95	Recruitment and Retention of Employees	Human Resources	Manager Human Resources	Provide strategies and procedures to ensure recruitment and retention of employees.		17/02/2010	Manex		Requires review
96	Report Format and Content	Business Systems and Governance	Executive Manager Business Systems and Governance	Standardise format and content of reports.		19/08/2008	Manex		Requires review
97	Resource Development	Planning and Environmental Services	Manager Development and Planning	Guidance to Council issues that relate to development of coal mining proposals.		16/12/2009	137.1		Requires review
98	Reward System to Discourage Vandalism	Infrastructure Services	Manager Public Facilities	Encourage public to assist with conviction of vandals.		20/08/2008	42.8		Requires review
99	Risk Management Policy	Business Systems and Governance	Executive Manager Business Systems and Governance	Framework and guidance for management of risks associated with delivery of Council's functions and operations	676837	01/03/2013	230	01/03/2017	Current
100	Road Maintenance Risk Management Plan	Infrastructure Services	Manager Works	Develop and maintain systematic approach to inspection, evaluation, maintenance and repair of roads.		15/12/2004	165.4		Requires review
101	Sealed Rural Roads - Rural Reseals - Sealing of Isolated Patches	Infrastructure Services	Manager Works	Enable sealing of isolated patches in rural areas in the vicinity of dwellings as a dust control measure.		20/04/2005	249.3		Requires review
102	Secondary Employment	Human Resources	Manager Human Resources	Framework for identifying conflicts of interest in relation to secondary employment.		17/07/2007	Manex		Requires review

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103	Selection and Utilisation of Consultants	Planning and Environmental Services	Director Planning and Environmental Services	Procedures to assist in selection, engagement and performance evaluation of consultants.		17/01/2001	212.1.2		Requires review
104	Small Grants Under Section 356 of Local Government Act	Customer and Community Relations	Manager Customer and Community Relations	Govern provision of financial assistance to community and sporting groups.	63444	01/09/2012	32	31/08/2016	Current
105	smoking in the Workplace	Human Resources	Manager Human Resources	Maintain community standards in relation to smoking in the workplace.		20/12/2005	Manex		Requires review
106	Social Media Policy	Customer and Community Relations	Manager Customer and Community Relations	Framework for use of social media.	878276	15/07/2015	4.07/15	15/07/2019	Current
107	Sports Awards Policy	Infrastructure Services	Manager Public Facilities	Requirements and standards for nomination for sports awards.		24/08/2011	42.1		Requires review
108	Street Tree Strategy - Risk Management Procedures	Infrastructure Services	Manager Public Facilities	Selection, planting, placement, maintenance of trees and removal program.	844402	18/02/2015	22.02/15	18/02/2019	Current
109	Town Water Supply Connection Policy	Infrastructure Services	Manager Water Services	Effective management of drinking water supplies.	856573	18/04/2015	20.04/15	18/04/2019	Current
110	Training and Development	Human Resources	Manager Human Resources	Direction and procedures for effective training and development of employees.		01/09/2004	Manex		Requires review
111	Trustee - Dorothea Mackellar Memorial Society Inc	Customer and Community Relations	Manager Customer and Community Relations	Trustee of assets.		03/05/1995	138		Requires review
112	Use and Placement of Shipping Containers	Planning and Environmental Services	Manager Development and Planning	Ensure appropriate regulation and placement of shipping containers.		19/05/2010	264.1		Requires review
113	Vehicle Fleet	Business and Finance	Chief Financial Officer	Govern operation of Council fleet.		17/07/2008	Manex		Requires review
114	Waste Management Collections Service Delivery and Operations	Planning and Environmental Services	Manager Environment and Building	Protocol for operation of waste collection services in Gunnedah and Carroll.		18/07/2010	8.7		Requires review
115	Water Conservation Policy	Infrastructure Services	Manager Water Services	Water restriction rules that are uniform across Namoi Councils.	776946	16/04/2014	16.04/14	01/04/2018	Current
116	Workplace Communication	Human Resources	Manager Human Resources	Effective workplace communication through Council.		20/11/2007	Manex		Requires review