

POLICY NAME	DEPARTMENT	POLICY CUSTODIAN	OBJECTIVE	ADOPTION DATE	RESOLUTION NO	PROPOSED REVIEW DATE	COMMENTS
<b>POLICY REGISTER</b>							
<b>GENERAL MANAGER'S OFFICE</b>							
Business Continuity Plan Management	General Manager's Office	General Manager	To provide guidance to Council officers to assist continuity of service for Critical Functions.	18/03/2020	4.03/20	18/03/2024	CURRENT
<b>PEOPLE AND CULTURE</b>							
Drug and Alcohol Management	Human Resources	Manager Human Resources	Comply with WHS	21/03/2012	194.5	21/03/2016	Requires review
<b>CORPORATE AND COMMUNITY SERVICES</b>							
<b>GOVERNANCE &amp; LEGAL</b>							
Asbestos Management	Governance and Legal	Director Corporate and Community Services	Model Asbestos Policy for NSW Councils	15/03/2017	8.03/17	15/03/2021	CURRENT
Gifts and Benefits	Governance and Legal	Manager Governance & Legal	This Policy provides information and guidance to Council officials on the appropriate handling of offers of gifts, hospitality or benefits.	21/10/2020	7.10/20	4/11/2024	CURRENT
Asset Disposal	Governance and Legal	Director Corporate and Community Services	Guiding principles and a framework for the disposal of Council's assets	16/08/2017	16.08/17	16/08/2021	CURRENT
Business Continuity Plan Management Policy	Governance and Legal	Manager Governance and Legal	To ensure compliance with current State and Federal Government child protection legislation and to protect children, young people and vulnerable people in the workplace.	11/02/2020	11.02/20	27/03/2024	CURRENT
Councillors and Mayor - Payment of Expenses and Provision of Facilities	Governance and Administration	Director Corporate and Community Services	Accountability and transparency in the reimbursement of expenses incurred and facilities provided to Councillors.	19/04/2017	5.04/17	19/04/2021	CURRENT
Project Management	Governance and Administration	Director Corporate and Community Services	Overarching project management framework.	16/12/2015	12.12/15	16/12/2020	CURRENT
Recording and Live Broadcast of Council Meetings	Governance and Administration	Director Corporate and Community Services	Audio recording and live broadcast of proceedings of ordinary, extraordinary and s355 committee open meetings of council.	20/05/2020	4.05/20		CURRENT
Related Party Disclosures	Governance and Administration	Executive Manager Business Systems & Governance	Defines the parameters for Related Party Transactions and the level of disclosure and reporting required.	15/03/2017	7.03/17	15/03/2021	CURRENT
Legislative Compliance	Governance and Legal	Manager Governance and Legal	provides a framework for legislative compliance across all aspects of Council's operations.	19/02/2020	10.02/20	19/02/2022	CURRENT
Competitive Neutrality Complaints	Governance and Administration	Director Corporate and Community Services	Establish and advise of a management system to handle competitive neutrality complaints in compliance with National Competition Policy.	16/12/2020	5.12/20	16/12/2024	CURRENT
Delegated Authority	Governance	Director Corporate and Community Services	Provide clear, guiding principles and a framework for use of delegated authority.	18/07/2018	2.07/18	18/07/2022	CURRENT
Fraud and Corruption Prevention	Governance and Administration	Director Corporate and Community Services	Inform staff and Councillors about responsibility and obligations in preventing and reporting instances of fraud and corruption within Council.	18/11/2020	5.11/20	1/12/2024	CURRENT
Internal Reporting Policy	Governance and Administration	Director Corporate and Community Services	Encouraging staff and Councillors to report corrupt conduct.	17/02/2021	8.02/21	1/03/2025	CURRENT
Grazing of Stock on Public Roads in Gunnedah Shire	Governance and Administration	Director Corporate and Community Services	Ensure grazing of stock on public roads is regulated.	16/12/2020	5.12/20	16/12/2024	CURRENT
Local Preference Policy	Governance and Administration	Director Corporate and Community Services	Ensure Council achieves best overall value for money in its procurement of goods and services.	16/12/2020	5.12.20	1/01/2025	CURRENT
Managing Unreasonable Complainant Conduct Policy	Governance and Administration	Director Corporate and Community Services	Assist staff members to better manage unreasonable complainant conduct.	16/12/2020	5.12/20	16/12/2024	CURRENT
Policy Development Framework	Governance and Administration	Director Corporate and Community Services	Framework to establish requirements, accountability and responsibility for the approval, communication, enforcement and review of policies.	16/12/2020	5.12/20	16/12/2024	CURRENT
Procurement and Tendering	Governance and Administration	Director Corporate and Community Services	Guiding principles and standards by which all Council's procurement and tendering activities are conducted.	16/12/2020	5.12/20	16/12/2024	CURRENT
Risk Management Policy	Governance and Administration	Director Corporate and Community Services	Framework and guidance for management of risks associated with delivery of Council's functions and operations	12/08/2020	16.08/20	26/08/2024	CURRENT
Councillor Professional Development	Governance and Legal	Manager Governance and Legal	The purpose of this policy is to demonstrate Gunnedah Shire Council's commitment to ensuring that the Mayor and Councillors have access to induction and ongoing professional development	19/06/2019	7.06/19	19/06/2023	CURRENT
Financial Assistance Policy	Governance and Legal	Director Corporate and Community Services	Govern how Council provide any financial assistance, in cash and in kind.	18/04/2012	218.1	18/04/2013	Require review

Grant Policy	Governance and Legal	Director Corporate and Community Services	Identify opportunities for grant funding to support operations	15/05/2013	350	15/05/2014	Requires review
<b>LIBRARY SERVICES</b>							
Library - Internet Access for Public Use	Corporate and Community Services	Director Corporate and Community Services	Provide internet to fulfil the information, education, recreation and cultural needs and requirements of residents.	15/08/2012	31	31/08/2016	Requires review
<b>COMMUNICATIONS</b>							
Media	Communications and Cultural Services	Manager Communications and Cultural Services.	Framework for internal and external communications, including detail on how Councillors and staff will engage with the media.	16/12/2020	8.12/20	16/12/2024	CURRENT
Community Engagement	Communications and Cultural Services	Manager Communications and Cultural Services	Framework for how Council engages with the community.	16/12/2020	8.12/20	16/12/2024	CURRENT
Complaints Policy	Customer and Community Relations	Manager Customer and Community Relations	Framework for handling complaints.	21/02/2018	10.02/18	21/02/2022	CURRENT
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.	21/02/2018	11.02/18	21/02/2022	CURRENT
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
Social Media Policy	Customer and Community Relations	Manager Customer and Community Relations	Framework for use of social media.	15/07/2015	4.07/15	15/07/2019	Requires review
<b>CULTURAL PRECINCT</b>							
Arts and Cultural Grants - Under Section 356	Cultural Services	Director Corporate and Community Services	To govern the provision of financial assistance provided to Arts and Cultural groups other than the Gdh Shire Band and Dorothea Mackellar Memorial	12/08/2020	5.08/20	26/08/2024	CURRENT
Cultural Precinct Venue Hire	Communications and Cultural Services	Director Corporate and Community Services	This policy outlines clear guidelines and parameters to ensure a consistent and coordinated	21/02/2018	8.02/18	21/02/2022	CURRENT
<b>INFORMATION SERVICES</b>							
Information Technology - Acceptable Usage	Information Services	Manager Information Services	To ensure that all computer systems and networks owned or managed by Council are operated in an effective, safe, ethical and lawful manner.	16/12/2020	7.12.20	16/12/2024	CURRENT
Records Management Policy	Information Services	Manager Information Services	Guiding principles and standards by which all of Council's recordkeeping activities are to be conducted.	21/12/2016	11.21/16	21/12/2020	CURRENT
<b>PLANNING AND ENVIRONMENTAL SERVICES</b>							
<b>WASTE MANAGEMENT</b>							
Waste Management - Exemption from charges for not-for-profit charities orphaned waste	Planning and Environmental Services	Manager Waste	This policy aims to provide clear guidelines to assist not-for-profit charities that operate second hand shops in applying for exemptions from waste disposal fees at the Gunnedah Shire Council Waste Management Facility in a fair, consistent and equitable manner	18/12/2019	16.12/19	19/12/2023	CURRENT
Waste Management Collections Service Delivery and Operations	Building and Environment	Manager Environment and Building	Protocol for operation of waste collection services in Gunnedah and Carroll.	18/07/2010	8.7	To be reviewed post July 2021	CURRENT
Waste Management - waste generated outside the GS LGA	Planning and Environmental Services	Manager Waste	To provide clear direction to council waste management staff that waste generated outside of the Gunnedah Local Government Area will not be accepted at Council Waste Management Facilities.	19/02/2020	16.02/20	23/03/2024	CURRENT
<b>ECONOMIC DEVELOPMENT</b>							
<b>COMPLIANCE &amp; REGULATION</b>							
Animal Control - Keeping Animals and Birds in Urban Areas	Building and Environment	Manager Building and Environment	Enable keeping animals and birds in healthy and environmentally acceptable manner.	21/02/2001	243.15		Requires review
Burning of Vegetation	Building and Environment	Manager Building and Environment	Define areas restricted from burning.	20/07/2011	16.7		Requires review
Compliance and Enforcement Policy	Development and Planning	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	21/09/2012	Requires review
<b>COMMUNITY &amp; SOCIAL PLANNING</b>							
External Community Grants	Social and Community Planning	Director Planning and Environmental Services	Define processes and standards by which Council conduct assessment of community initiated project proposals subject to external grant funding.	19/06/2013	401	19/06/2014	Requires review
Alcohol Possession and Consumption - Wolseley Park	PEDS	Director Planning and Environmental Services	Provide standard and level of control.	9/02/1997	163.1		Requires review
Small Grants Under Section 356 of Local Government Act	Social and Community Planning	Director Planning and Environmental Services	Govern provision of financial assistance to community and sporting groups.	21/06/2017	22.06/17	21/06/2021	CURRENT

Alcohol Free Zone - Suspensions	PEDS	Director Planning and Environmental Services	Guidelines for suspension of alcohol free zones.	19/12/2001	8.7		Requires review
Welcome to Country and Acknowledgement of Country	Social and Community Planning	Director Planning and Environmental Services	Guiding principles for Council, its committees and staff, to observe the appropriate protocols for the acknowledgement of traditional custodians at Council activities and major events.	16/04/2017	20.08/17	6/08/2021	CURRENT
<b>BUILDING &amp; ENVIRONMENT</b>							
Smoke Free Environment	Building and Environment	Manager Building and Environment	To identify indoor and outdoor smoke-free areas regulated by the Smoke-free Environment Act 2000 as well as establish a smoke-free zone within a portion of the Gunnedah Central Business District.	19/04/2017	12.04/17	19/04/2021	CURRENT
<b>DEVELOPMENT &amp; PLANNING</b>							
Town Planning - Placement of Shipping Containers	Development and Planning	Manager Development and Planning	Ensure appropriate regulation and placement of shipping containers.	19/05/2010	264.1	19/05/2011	Requires review
Development Application Fee Refund	Development and Planning	Manager Development and Planning	Guideline for refund of fees.	23/06/1999	391.3		Requires review
Footpath Occupation Policy	Development and Planning	Manager Development and Planning	Footpath occupation within Gunnedah's business zones.	17/02/2016	21.02/16	17/02/2020	Requires review
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.	19/06/2013	400	19/06/2017	Requires review
Planning Agreements	Planning and Environmental Services	Director Planning and Environmental Services	Framework to guide the preparation, negotiation and execution of Planning Agreements	15/08/2018	12.08/18	15/08/2022	CURRENT
Resource Development	Development and Planning	Manager Development and Planning	Guidance to Council issues that relate to development of coal mining proposals.	18/11/2020	22.11/20	18/11/2024	CURRENT
<b>INFRASTRUCTURE SERVICES</b>							
<b>WATER AND SEWER</b>							
Building Over Sewers	Water and Sewer Services	Manager Water Services	Policy to allow erection of structures over sewers.	18/06/1997	337.5		Requires review
Drinking Water Quality	Water and Sewer Services	Manager Water Services	Outline Council commitment to ensuring water it supplies is safe to drink and high quality.	18/04/2015	21.04/15	18/04/2019	Requires review
Water Conservation Policy	Water and Sewer Services	Manager Water Services	Water restriction rules that are uniform across Namoi Councils.	16/04/2014	16.04/14	1/04/2018	Requires review
Town Water Supply Connection Policy	Water and Sewer Services	Manager Water Services	Effective management of drinking water supplies.	18/04/2015	20.04/15	18/04/2019	Requires review
Discharge of Liquid Trade Waste to the Sewerage System	Water and Sewer Services	Manager Water Services					Requires review
Water Usage Charge Reduction Requests	Water and Sewer Services	Manager Water Services	Customers experiencing difficulties following high water consumption charges as a result of unidentified leaks may make special dispensation requests to Council for leniency consideration.	19/02/2020	21.02/20	19/02/2024	CURRENT
<b>WORKS</b>							
Parking Priority Policy	Works	Manager Works	Ensure balance between public safety, traffic flow and equitable access to available parking.	15/04/2009	219.1	15/04/2010	Requires review
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
<b>PUBLIC FACILITIES</b>							
Public Facilities - Cemeteries	Public Facilities	Manager Public Facilities	Guidelines for implementing consistent management plan for Council and funderal directors for service at cemeteries.	16/02/2011	169.9	16/02/2012	Requires review
Noxious Weeds Inspections Private Premises	Infrastructure Services	Senior Weeds Officer	Reduce the negative impact of noxious weeds on economy, community and environment.	17/12/2008	144.2		Requires review
Fences (Dividing) - Contribution Towards Cost Adjoining Parks and Reserves and Public Roads	Public Facilities	Manager Public Facilities	Dividing Fences Act.	14/12/2000	Manex		Requires review
Leasing and Licensing of Council Land and Property	Public Facilities	Manager Public Facilities	Ensure leasing and licensing of Council owned and controlled land and property in an equitable manner to both community organisation and private individuals.	15/08/2012	30	31/08/2016	Requires review
Medical Professionals Accommodation Support	Public Facilities	Manager Public Facilities	Established method by which temporary accommodation for medical professionals will be managed in order to support provision of health services to the community.	20/12/2017	20.12/17	20/12/2020	CURRENT
<b>ENGINEERING</b>							

Asset Management Policy	Engineering	Manager Mapping Asset Design and Developments	Ensure management of assets.	18/07/2018	11.07/18	18/07/2022	CURRENT
<b>CHIEF FINANCIAL OFFICER</b>							
Debt Recovery	Business and Finance	Chief Financial Officer	The purpose of this policy is to provide a framework to facilitate the timely, efficient and effective recovery of monies owed to Council	18/12/2019	29.12/19	19/12/2022	CURRENT
Investments	Business and Finance	Chief Financial Officer	Balance uncommitted funds to be invested in line with Investment Strategy.	20/06/2018	15.06/18	20/06/2022	CURRENT
Plant, Fleet & Equipment	Business and Finance	Chief Financial Officer	Management of Council's plant, fleet & equipment	20/06/2018	16.06/18	20/06/2022	CURRENT
Hardship	Business and Finance	Chief Financial Officer	The purpose of this policy is to establish guidelines utilised by Gunnedah Shire	18/12/2019	29.12/19	19/12/2022	CURRENT