POLICY	Policy and Procedure development		
AREA	Risk Management.		
OVERVIEW	To ensure consistent and effective policy and procedure development in line with Council's Management Plan.		
AUTHORISED BY COUNCIL	ROUS	RRCC	FNCW
	19/11/2008	10/12/2008	04/03/2009
REVIEW DATE	Term of Council.		
FILE	172	843	1294

BACKGROUND and POLICY

As part of Council's approach to risk management and achieving best practice in corporate governance it recognises the importance of policy development occurring in an integrated standardised manner and on a whole-of-Council basis. By regulating policy and procedure development in this way Council is committed to:

(a)   satisfying its administrative, legislative and other compliance requirements in a timely manner;

(b)   ensuring that all policy and procedure is:
- consistent, integrated, practical and easy to implement and understand;
- appropriately approved and adopted; and
- routinely reviewed.

Staff must familiarise themselves with and act in accordance with Council's policies and procedures particularly where those policies and procedures relate directly to their work.

PROCEDURES
PROCEDURE NO.: 2/09 Version Control.

RELATED PROCEDURES
PROCEDURE NO.: 6/09 Policy and Procedure Development.

LEGISLATION
Local Government Act 1993 (NSW).

RELATED DOCUMENTS
Public Access to Council Documents.

CONTACT OFFICER
General Manager
Business and Corporate Services Manager
Governance Officer.