	COUNCIL POLICY	POLICY NUMBER
	CREATION AND REVIEW OF COUNCIL POLICIES	C 018
RESPONSIBLE OFFICER	FIRST APPROVED	LAST REVIEWED
General Manager	March 2016	March 2022

1. PURPOSE OF POLICY

To ensure all policies are developed, implemented and maintained in order to support consistent and compliant decision-making.

2. POLICY

All new policies need to conform to the requirements set in this policy. All Senior Managers are responsible for monitoring compliance with policies.

Policies are a key component in the achievement of Council's Strategic and Annual Plans. Policies provide assistance to the organisation in decision-making, particularly conflict resolution between competing interests. If there are any changes to Council's plans, objectives and statutory responsibilities this must be reflected in the Council's policies and the appropriate changes made.

This policy applies to all Councillors, Council Staff and engaged Contractors.

3. APPLICATION

When a required policy is identified or requested by the Senior Management Team (SMT) or Council, the relevant Manager or General Manager is assigned to oversee the development, distribution, endorsement, recording and revision of the policy.

The General Manager is responsible for endorsing Management Policies, while all Council Policies must be endorsed by Council. The General Manager has the responsibility to implement the policies, plans and programs of the Council.

All Council and Management Policies will be made available internally through Council's shared electronic records management system, which is secured to ensure that the document can only be read by all staff at any time and no changes made. All Council Policies will be published on Council's website.

If a policy needs to be reviewed, arrangements are made with the General Manager or relevant Manager to allow for the appropriate policy document to be accessed and edited by the relevant staff member and to ensure version control is adhered to.


All policies must be reviewed as required by legislation, or in the absence of any requirement, at least every four (4) years. Reviews may also be held at any time should a critical issue arise or as required as result of any legislative change.

4. POLICY ADOPTION PROCEDURE

An adoption procedure has been developed and forms part of this policy at Annexure A.

5. ROLES & RESPONSIBILITIES:

The authority is delegated to the General Manager and the Senior Management Team (SMT) for the reviewing of all policies.

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6. REFERENCES

Local Government Act 1993

Work Health & Safety Act 2012 (Tas)

This policy was adopted by the Tasman Council, resolution number 14/03.2022/C on 23 March 2022.



Kim Hossack
General Manager

Policy approved – March 2016

Policy reviewed – March 2018


Policy reviewed – December 2020

Policy reviewed – March 2022

Policy to be reviewed – March 2026

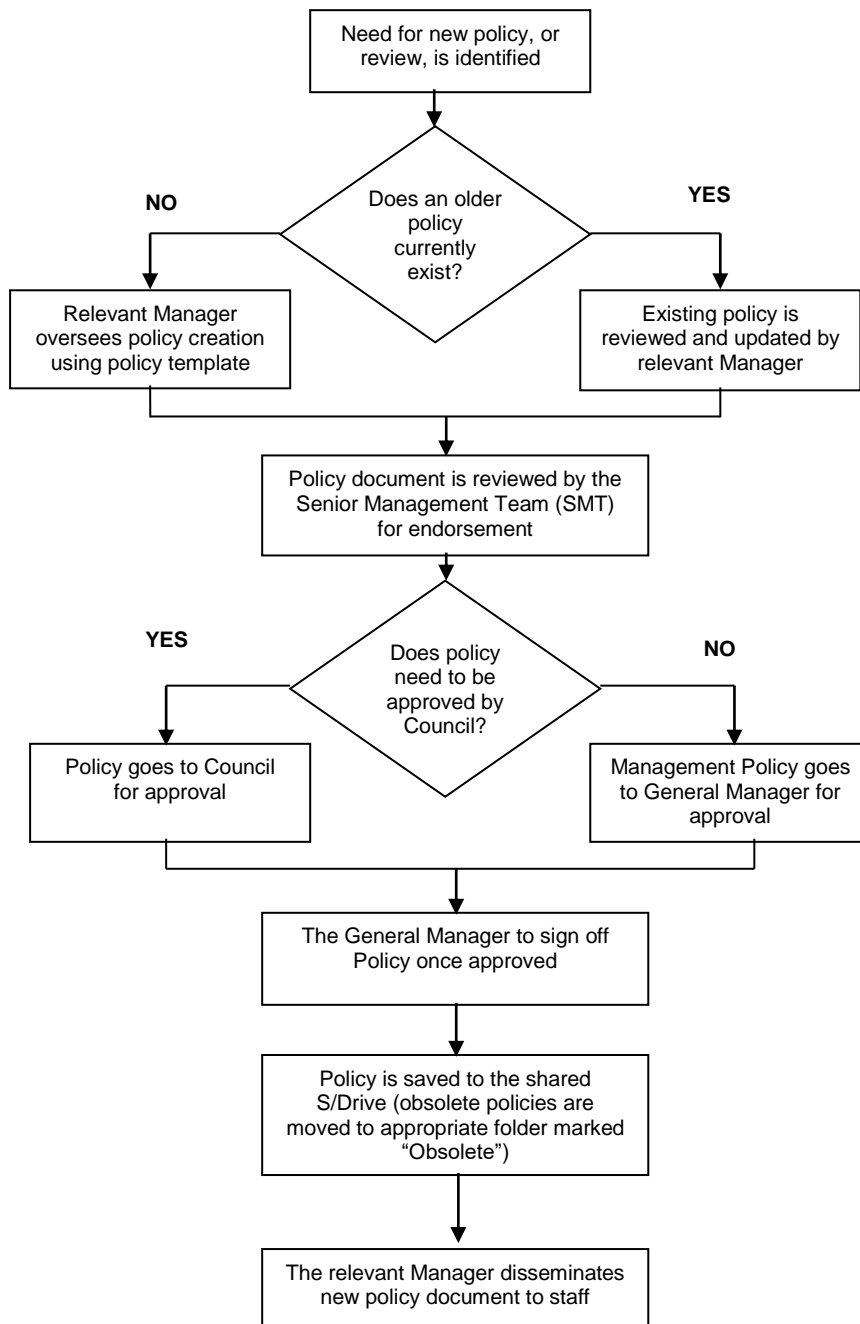
Disclaimer

That this policy be read in conjunction with any or all other Council and/or Management Policies.

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ANNEXURE A - POLICY ADOPTION PROCEDURE

Policy documents are located in Shared Drive under S:\CORPORATE SERVICES\Policy & Bylaws. The procedure for creating or reviewing a policy is as follows:



The retention status for policy documents is permanent.