



POLICY GOVERNANCE

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1. INTRODUCTION

This policy is written to establish a Policy Governance Framework for the George Town Council, to enable the effective administration and good governance of the Council and the delivery of services to residents, ratepayers and stakeholders.

2. TYPE OF POLICY

This Policy is a Council Policy requiring authorisation by the Council.

3. OBJECTIVE

The objective of this policy is to facilitate the good governance of the Council.

4. SCOPE

This policy is the authorisation document to all policies and procedures within the George Town Council.

5. DEFINITIONS

The Council: The Mayor and Elected Members

The General Manager: The appointed General Manager in accordance with the Local Government Act 1993 (Tasmania).

6. LINK TO STRATEGIC PLAN

Goal 5: Ensure Council listens to and understands community needs and continues to make responsible decisions on behalf of the community. Key Objective: Consistently achieve a high standard of internal financial and governance arrangements.

7. RELATED LEGISLATION

Local Government Act 1993 (Tasmania)

8. RISK CONSIDERATIONS

This Policy aligns itself with objectives for risk management at George Town Council, namely:

- Set performance standards and regular review and improve practices and procedures

9. POLICY

Categorization

Policies for the George Town Council are to be divided into two categories. The two categories are as follows:

Council: Policies pertaining to the Governance of the Council and the activities of its elected members, including the establishment of Committees, and the government of the municipality including resident and ratepayer compliance policies and by-laws. All requirements tasked to the Council as directed by legislation.

General Manager: Policies pertaining to the operational, administrative and internal matters of the Council, including internal governance, internal committees, operational matters of service delivery. All requirements tasked to the General Manager as directed by legislation or the Council.

Authorisation

The authorising body for policies is as follows:

Council: The authorising body for Council Policies is The Council, with policies to be adopted in accordance with Local Government (Meeting Procedures) Regulations 2015, and enacted as directed by The Council. The Council may adopt a procedure for the authoring, presentation, consideration and implementation of Council Policies brought before or adopted by it.

General Manager: The authorizing body for General Manager Policies is the General Manager. The General Manager may adopt a procedure for the authoring, presentation, consideration and implementation of General Manager Policies brought before or adopted by them.

Consultation

Where appropriate The Council may direct a consultation process for the consideration and adoption of Council Policies in accordance with its Consultation Policy and Framework, or any other consultation means it determines.

Where appropriate the General Manager may direct a consultation process for the consideration and adoption of General Manager Policies, including any relevant internal committees.

Classification and Categorization

A procedure is to be developed for the classification and categorization of policies that assist in their identification, ownership and record keeping.

The General Manager shall maintain this procedure and have authority to amend the classifications as appropriate. Notice of amendments to the be to The Council.

Registration and Policy Framework Map

A visual Governance Framework Map is to be maintained. This Governance Framework Map is to represent the policy framework of the Council, the ownership of policies, and the classification of policies. The Policy Framework Map is to act as a register of current policies, and all current policies and their procedures, forms and templates are to be identified on it. It should include charters, terms of reference, and by-laws, or any other administrative governing document.

Templates

A standardised template is to be developed and used for all policies.

Standardised templates are to be developed and used for all procedures, terms of reference, by-laws, and charters, as directed by their parent policy.

Auditing and Review

All Policies and their procedures, forms and templates shall be audited and reviewed for compliance and effectiveness at least once within a 36 months period.

The General Manager may establish an internal review committee to assist in this responsibility, with such Terms of Reference as they see fit.

Such a committee shall provide its findings and reporting to the Audit Panel as requested.

10. IMPLEMENTATION & REVIEW OF POLICY

Implementation of this Policy rests with the General Manager. This Policy will be reviewed within 36 months or in accordance with legislative requirements.

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Shane Power
GENERAL MANAGER