	POLICY 1112
OBERON COUNCIL	Governance

1. Intent of Policy

To ensure that Council has an effective system for policy and procedure development implementation and review that facilitates good governance.

2. Scope of Policy

This policy will apply to all Council Policies (i.e. all policies formally adopted by the elected Council) and all Internal Procedures (i.e. operational procedures formally adopted by the Executive Management Team).

Definitions:
Council policy - is a document which expresses Council's position on a particular issue or subject. It is the "what" and 'why of Council decision-making.

Internal procedure - is a document which expresses the step by step processes that are to be followed in order to implement a policy or delegation of Council. They are effectively the "'who", "how" and "when".

3. Guidelines

The General Manager will be responsible for ensuring that compliance issues with policies are communicated to the Council and that:

1. A consistent format will be used for all policies which includes relevant information such as intent, scope, legislative requirements and review dates.

2. An accessible register will be maintained of all policies and superseded policies. All Council policies will be publicly available.

3. A complete policy register is made available to all new councillors and updates provided so that Councillors are aware of their current policies.

4. Policies and procedures are to be reviewed in accordance with their predetermined review date.

5. Resolutions of Council that require a change to Council's policies are to be updated

within one month of the relevant Council meeting and be re-submitted for consideration and adoption by Council to ensure it meets their true intent.

6. All new and revised policies are to be communicated to relevant staff and stakeholders.

7. Appropriate training is to be provided to staff on relevant policies and procedures.

8. Relevant internal and external stakeholders are to be involved in policy and procedure development.

9. There is a clearly documented internal process for adopting policies that takes into account risk management and corruption prevention issues.

Approving Authority	Oberon Council
Contact	Director of Corporate Services
Approval	Ordinary Meeting – 11 November 2008: Item B5, Minute 16 Ordinary Meeting – 17 May 2011 Resolution 15170511 Ordinary Meeting – 18 April 2023 Resolution 14 18/04/2023
Revision Date	November 2010 May 2013 April 2025