

Keywords: Policy

| | |
|--------------------------------|---|
| Corporate Plan: | <i>Corporates Services (Asset management, Financial Management, Risk Management, Records, information Technology, Customer Service)</i> |
| Classification: | <i>Executive Services – Governance – “Policy Development”</i> |
| First Issued/Approved: | <i>June 2010</i> |
| Review Frequency: | <i>Annually</i> |
| Last Reviewed: | <i>October 2023</i> |
| Next Review Due: | <i>October 2024</i> |
| Responsible Officer(s): | <i>Chief Executive Officer</i> |
| Council File Reference: | <i>Council Policies (P)</i> |
| Applicable Legislation: | <i>Local Government Act 1999</i> |
| Relevant Policies: | <i>Applies to all policies</i> |
| Related Procedures: | <i>This policy is not subject to Public Consultation</i> |
| Delegations: | <i>Berri Barmera Council Delegations Register</i> |

1. Purpose

Berri Barmera Council undertakes to:

- Develop, disseminate, and regularly review public policy statements that define its position on key issues.
- Ensure that these policy statements are developed in consultation with its constituent member bodies and key stakeholders.
- Maintain a distinction between Council policy areas (public policy statements) and operational policies (Internal use).
- Make public policy statements available on the Berri Barmera Council website in a timely manner and register them on a register of Berri Barmera Council policies.

2. Definitions

| | |
|---------|--|
| Policy | is a deliberate system of guidelines to guide decisions and achieve rational outcomes. A policy is a statement of intent and is implemented as a procedure or protocol |
| Council | means Berri Barmera Council |
| CEO | chief Executive Officer of Berri Barmera Council |

3. Principles

This policy outlines the development process and dissemination for Berri Barmera Council public policy positions, policy statements and other policy documents (as distinct from internal policies and procedures).

4. Policy Statement

Development/Framework for Policy

4.1. Responsibility

Chief Executive Officer

- Will seek advice from the Council on issues that may require a policy to be developed and advise Council on the staff capacity to take on a new policy issue.
- Include any major new policy issues into the organisation's business plan.
- Provide background documents and relevant information in respect to a specific issue.
- Disseminate policy as determined.

Council

- Identify issues that require an organisational policy.
- Participate in policy development process in a timely manner.

Other

- The delegated staff members will, under the direction of the CEO and in line with established timelines develop a draft policy after input has been received. A first and possibly second version will be completed after each version is reviewed.

***Electronic version on the Intranet is the controlled version.
Printed copies are considered uncontrolled.
Before using a printed copy, verify that is the current version.***