

Policy Register as at 15 January 2024							
POLICY NAME	DIRECTORATE	CUSTODIAN	OBJECTIVE	ADOPTION DATE	POLICY NUMBER	REVIEW DATE	STATUS
Alcohol Free Zone - Suspensions	Planning & Environmental Services	Director Planning & Environmental Services	Guidelines for suspension of alcohol free zones.	19/12/2001	8.7	19/12/2005	Requires review
Alcohol Possession and Consumption - Wolseley Park	Planning & Environmental Services	Director Planning & Environmental Services	To provide a standard and level of control for the possession and consumption of alcohol in Wolseley Park.	9/02/1997	163.1	9/02/2001	Requires review
Arts and Cultural Grants - Under Section 356	Planning & Environmental Services	Manager Economy & Growth	To govern the provision of financial assistance provided to Arts and Cultural groups other than Gunnedah Shire Band and Dorothea Mackellar Memorial Society which have separate, individual, funding agreements with Council, within the Gunnedah Shire LGA to assist in the continuation of existing local projects or to assist in funding new projects or initiatives that help to meet the needs of our growing community.	12/08/2020	09.02/18	26/08/2024	Current
Asbestos Management	Corporate Services	Director Corporate Services	Model Asbestos Policy for NSW Councils	15/03/2017	08.03/17	15/03/2021	Requires review
Asset Disposal	Corporate Services	Manager Finance	Guiding principles and a framework for the disposal of Council's assets	20/07/2022	07.07/22	20/07/2026	Current
Asset Management	Infrastructure Services	Manager Engineering Services	Council's principles and guidelines on how assets will be managed to maximise the value realised for them.	19/07/2023	13.07/23	18/08/2027	Current
Audit Committee Charter	Corporate Services	Manager Governance & Legal	Defines the rules for operation of the Council's Audit Committee	18/02/2020	33.02/20	18/02/2024	Current
Building Over Sewers	Infrastructure Services	Manager Water Services	Policy to allow erection of structures over sewers.	13/12/2023	6.12/23	13/12/2027	Current
Burning of Vegetation	Planning & Environmental Services	Manager Community Safety	Define areas restricted from burning.	13/12/2023	6.12/23	13/12/2027	Current
Business Continuity Management Plan	Corporate Services	Manager Governance & Legal	To provide guidance to Council officers to assist continuity of service for Critical Functions.	18/03/2020	04.03/20	18/03/2024	Current
Cemeteries	Infrastructure Services	Manager Public Facilities	Guidelines for implementing consistent management plan for Council and funeral directors for service at cemeteries.	15/11/2023	11.11/23	15/11/2027	Current
Code of Conduct & Administration Procedures	Corporate Services	Manager Governance & Legal	LGA requires adoption of code of conduct to incorporate the provision of the Model Code.	20/07/2022	11.07/22	20/07/2026	Current
Code of Meeting Practice	Corporate Services	Manager Governance & Legal	Code applies to all meetings of councils & committees of councils of which all the members are councillors - per Model Code of Conduct issued by OLG 2018	24/08/2022	07.08/22	24/08/2026	Current
Community Engagement	Corporate Services	Director Corporate Services	Framework for how Council engages with the community.	16/12/2020	08.12/20	16/12/2024	Current
Competitive Neutrality Complaints	Corporate Services	Director Corporate Services	Establish and advise of a management system to handle competitive neutrality complaints in compliance with National Competition Policy.	16/12/2020	05.12/20	16/12/2024	Current
Complaints Policy	Corporate Services	Manager Customer & Information Services	Framework for handling complaints.	21/02/2018	10.02/18	21/02/2022	Requires review
Compliance and Enforcement	Planning & Environmental Services	Manager Community Safety	Guidelines in dealing with regulatory action by Council, customer service requests or complaints about unlawful activity.	21/09/2011	74.7	21/09/2015	Requires review
Council Related Development Applications Conflict of Interest	Planning & Environmental Services	Director Planning & Environmental Services	Manage potential conflicts of interest and increase transparency at all stages of the development process for council-related development	15/03/2023	12.03/23	15/03/2027	Current
Councillor and Staff Interaction	Corporate Services	Manager Governance & Legal	Provides a framework for Councillors when exercising their civic functions by specifically addressing their ability to interact with, and receive advice from, authorised Council staff.	24/08/2022	08.08/22	24/09/2026	Current
Councillor Expenses and Facilities	Corporate Services	Manager Governance & Legal	Accountability and transparency in the reimbursement of expenses incurred and facilities provided to Councillors.	15/03/2023	5.03/23	15/03/2027	Current
Cultural Precinct Venue Hire	Planning & Environmental Services	Manager Economy & Growth	This policy outlines clear guidelines and parameters to ensure a consistent and coordinated approach to the management and hire process of venues within Council's Cultural Precinct.	15/11/2023	11.11/23	15/11/2027	Current
Customer Service	Corporate Services	Manager Customer & Information Services	Ensuring staff provide consistent, positive customer service across the organisation and to provide guidance.	21/02/2018	11.02/18	21/02/2022	Requires review

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Debt Recovery	Corporate Services	Manager Finance	The purpose of this policy is to provide a framework to facilitate the timely, efficient and effective recovery of monies owed to Council.	16/06/2021	03.06/21	16/06/2024	Current
Delegated Authority	Corporate Services	Manager Governance & Legal	Provide clear, guiding principles and a framework for use of delegated authority.	15/11/2023	11.11/23	15/11/2027	Current
Development Application Fee Refund	Planning & Environmental Services	Manager Development Assessment	Guideline for refund of fees.	15/11/2023	11.11/23	15/11/2027	Current
Drinking Water Quality	Infrastructure Services	Manager Water Services	Outline Council commitment to ensuring water it supplies is safe to drink and high quality.	13/12/2023	6.12/23	13/12/2027	Current
Drug and Alcohol Management	General Manager's Office	Manager People & Culture	Comply with WHS	21/03/2012	194.5	21/03/2016	Requires review
External Community Grants	Planning & Environmental Services	Director Planning & Environmental Services	Define processes and standards by which Council conduct assessment of community initiated project proposals subject to external grant funding.	19/06/2013	401	19/06/2014	Requires review
Financial Assistance	Corporate Services	Director Corporate Services	Govern how Council provide any financial assistance, in cash and in kind.	18/04/2012	218.1	18/04/2013	Requires review
Footpath Occupation	Planning & Environmental Services	Manager Development Assessment	Footpath occupation within Gunnedah's business zones.	17/02/2016	21.02/16	17/02/2020	Requires review
Fraud and Corruption Prevention	Corporate Services	Director Corporate Services	Inform staff and Councillors about responsibility and obligations in preventing and reporting instances of fraud and corruption within Council.	18/11/2020	05.11/20	1/12/2024	Current
Gifts and Benefits	Corporate Services	Manager Governance & Legal	This Policy provides information and guidance to Council officials on the appropriate handling of offers of gifts, hospitality or benefits.	20/07/2022	10.07/22	20/07/2026	Current
Grants	Corporate Services	Director Corporate Services	Identify opportunities for grant funding to support operations	15/05/2013	350	15/05/2014	Requires review
Grazing of Stock on Public Roads in Gunnedah Shire	Planning & Environmental Services	Manager Community Safety	Ensure grazing of stock on public roads is regulated.	16/12/2020	05.12/20	16/12/2024	Current
Gunnedah Community Scholarship Fund	Planning & Environmental Services	Manager Economy & Growth	Establish scholarship fund for benefit of local students.	18/06/2008	300.1	18/06/2012	Requires review
Hardship	Corporate Services	Manager Finance	The purpose of this policy is to establish guidelines utilised by Gunnedah Shire Council in the assessment of hardship applications applying the principles of social justice, fairness, integrity, appropriate confidentiality, and compliance with relevant statutory requirements.	16/11/2022	07.11/22	16/12/2025	Current
Information Technology - Acceptable Usage	Corporate Services	Manager Customer & Information Services	To ensure that all computer systems and networks owned or managed by Council are operated in an effective, safe, ethical and lawful manner.	16/12/2020	07.12/20	16/12/2024	Current
Investments	Corporate Services	Manager Finance	Balance uncommitted funds to be invested in line with Investment Strategy.	24/08/2022	10.08/22	24/09/2026	Current
Keeping Animals and Birds in Urban Areas	Planning & Environmental Services	Manager Community Safety	Enable keeping animals and birds in healthy and environmentally acceptable manner.	21/02/2002	243.15	21/02/2005	Requires review
Leasing and Licensing of Council-owned and Managed Land and Property	Infrastructure Services	Manager Public Facilities	Ensure leasing and licensing of Council owned and controlled land and property in an equitable manner to both community organisation and private individuals.	24/08/2022	23.08/22	24/09/2026	Current
Legislative Compliance	Corporate Services	Manager Governance & Legal	Provides a framework for legislative compliance across all aspects of Council's operations.	19/02/2020	10.02/20	19/02/2024	Current
Local Preference Policy	Corporate Services	Manager Governance & Legal	Ensure Council achieves best overall value for money in its procurement of goods and services.	16/12/2020	05.12.20	1/01/2025	Current
Management of Feral and Infant Animals	Planning & Environmental Services	Manager Community Safety	To provide a mechanism to manage seized and impound feral animals that are a danger for staff to handle, and infant animals that need intensive care to survive.	20/07/2022	19.07/22	20/07/2026	Current

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Managing Contaminated or Potentially Contaminated Land	Planning & Environmental Services	Director Planning & Environmental Services	Guidance for Council’s responsibilities and legislative obligations in contaminated land matters. This Policy, informs the keeping of registers and release of data for all contaminated, remediated and potentially contaminated sites including information released on S10.7(2) Planning Certificates.	15/11/2023	11.11/23	15/11/2027	Current
Managing Unreasonable Complainant Conduct Policy	Corporate Services	Manager Governance & Legal	Assist staff members to better manage unreasonable complainant conduct.	16/12/2020	05.12/20	16/12/2024	Current
Media	Corporate Services	Manager Customer & Information Services	Framework for internal and external communications, including detail on how Councillors and staff will engage with the media.	16/12/2020	08.12/20	16/12/2024	Current
Medical Professionals Accommodation Support	Infrastructure Services	Manager Public Facilities	Established method by which temporary accommodation for medical professionals will be managed in order to support provision of health services to the community.	1/12/2021	01.12/21E	1/12/2025	Current
Model Councillor Induction and Professional Development Policy	Corporate Services	Manager Governance & Legal	The purpose of this policy is to demonstrate Gunnedah Shire Council’s commitment to ensuring that the Mayor and Councillors have access to induction and ongoing professional development	19/06/2019	07.06/19	19/06/2023	Requires review
Naming of Public Infrastructure and Public Acknowledgements	Planning & Environmental Services	Manager Development Assessment	Protocol for naming of public infrastructure and publicly acknowledging individuals or organisations.	15/11/2023	11.11/23	15/11/2027	Current
Parking Priority Policy	Planning & Environmental Services	Manager Community Safety	Ensure balance between public safety, traffic flow and equitable access to available parking.	13/12/2023	6.12/23	13/12/2027	Current
Payment of Interview and Removal Expenses	General Manager's Office	Manager People & Culture	Provide payment of expenses associated with interviews and removal expenses on appointment.	6/03/1996	185	5/03/2001	Requires review
Permanent Road Closures	Infrastructure Services	Director Infrastructure Services	Sets out the conditions and criteria under which Council will consent to permanently closing a Council public road.	20/10/2021	18.10/21	20/10/2025	Current
Planning Agreements	Planning & Environmental Services	Director Planning & Environmental Services	Framework to guide the preparation, negotiation and execution of Planning Agreements	15/11/2023	11.11/23	15/11/2027	Current
Policy Framework	Corporate Services	Manager Governance & Legal	Framework to establish requirements, accountability and responsibility for the approval, communication, enforcement and review of policies.	16/08/2023	5.8/23	16/08/2027	Current
Private Works	Infrastructure Services	Director Infrastructure Services	Details the framework for Council to carry out Private Works.	21/06/2023	17.6/23	21/07/2027	Current
Procurement and Tendering	Corporate Services	Manager Governance & Legal	Guiding principles and standards by which all Council's procurement and tendering activities are conducted.	15/03/2023	5.03/23	15/03/2027	Current
Project Management Framework	Corporate Services	Manager Governance & Legal	Overarching project management framework.	20/09/2023	10.9/23	20/09/2027	Current
Public Interest Disclosure and Administration Procedures	Corporate Services	Manager Governance & Legal	Encourages Councillors, employees, volunteers and contractors to report any conduct that they reasonably believe involves wrongdoing.	20/09/2023	10.9/23	20/09/2027	Current
Records Management	Corporate Services	Manager Customer & Information Services	Guiding principles and standards by which all of Council's recordkeeping activities are to be conducted. Guidance document related to the Records Management Policy	20/09/2023	10.9/23	20/09/2027	Current
Related Party Disclosures	Corporate Services	Director Corporate Services	Defines the parametres for Related Party Transactions and the level of disclosure and reporting required.	20/07/2022	6.07/22	20/07/2026	Current
Risk Management Policy	Corporate Services	Manager Governance & Legal	Framework and guidance for management of risks associated with delivery of Council's functions and operations	12/08/2020	16.08/20	26/08/2024	Current
Safe Child, Young Person and Vulnerable Person	General Manager's Office	Manager People & Culture	To ensure compliance with current State and Federal Government child protection legislation and to protect children, young people and vulnerable people in the workplace.	19/02/2020	11.02/20	27/03/2024	Current
Small Grants Under Section 356 of Local Government Act	Planning & Environmental Services	Director Planning & Environmental Services	Govern provision of financial assistance to community and sporting groups.	21/06/2017	22.06/17	21/06/2021	Requires review
Smoke Free Environment	Planning & Environmental Services	Manager Community Safety	To identify indoor and outdoor smoke-free areas regulated by the Smoke-free Environment Act 2000 as well as establish a smoke-free zone within a portion of the Gunnedah Central Business District.	13/12/2023	6.12/23	13/12/2027	Current
Statement of Business Ethics	Corporate Services	Manager Governance & Legal	Defines the standard of behaviour required between Council and Business's it is associated with to enhance and protect Council's reputation, as well as safeguard Council's culture of integrity and ethical conduct.	15/03/2023	5.03/23	15/03/2027	Current

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Town Planning - Resource Development	Planning & Environmental Services	Director Planning & Environmental Services	Analysing resource development proposals such as coal mining, natural gas proposals and other mining activities, even at the exploration licence (EL) phase, there will be factors that require consideration, having regard to the overall community interest	15/11/2023	11.11/23	15/11/2027	Current	
Town Water Supply Connection Policy	Infrastructure Services	Manager Water Services	Effective management of drinking water supplies.	13/12/2023	6.12/23	13/12/2027	Current	
Use and Placement of Shipping Containers in Gunnedah Shire'	Planning & Environmental Services	Manager Development Assessment	Ensure appropriate regulation and placement of shipping containers.	15/11/2023	11.11/23	15/11/2027	Current	
Waste Management - Exemption from charges for not-for-profit charities orphaned waste	Planning & Environmental Services	Manager Waste	This policy aims to provide clear guidelines to assist not-for-profit charities that operate second hand shops in applying for exemptions from waste disposal fees at the Gunnedah Shire Council Waste Management Facility in a fair, consistent and equitable manner	15/11/2023	11.11/23	15/11/2027	Current	
Waste Management - Waste generated outside the GS LGA	Planning & Environmental Services	Manager Waste	To provide clear direction to council waste management staff that waste generated outside of the Gunnedah Local Government Area will not be accepted at Council Waste Management Facilities.	13/12/2023	6.12/23	13/12/2027	Current	
Water Conservation Policy	Infrastructure Services	Manager Water Services	Water restriction rules that are uniform across Namoi Councils.	13/12/2023	6.12/23	13/12/2027	Current	
Water Usage Charge Reduction Requests	Infrastructure Services	Manager Water Services	Customers experiencing difficulties following high water consumption charges as a result of unidentified leaks may make special dispensation requests to Council for leniency consideration.	13/12/2023	6.12/23	13/12/2027	Current	
Welcome to Country and Acknowledgement of Country	Planning & Environmental Services	Director Planning & Environmental Services	Guiding principles for Council, its committees and staff, to observe the appropriate protocols for the acknowledgement of traditional custodians at Council activities and major events.	16/04/2017	20.08/17	6/08/2021	Requires review	