

CENTRAL DARLING SHIRE COUNCIL

POLICIES			
DOCUMENT	DATE LAST ADOPTED	COMMENT	ACTION
Aggressive Behaviour Policy	2007	The NSW Ombudsman developed a revised model policy in 2013 for Managing Unreasonable Complainant Conduct (UCC). I consider that the UCC could replace this policy and therefore a new policy, which mirrors the Ombudsman's model policy for CDSC is attached. On page 12 of the policy I have included reference to an Injury Management Officer (in red). I am not sure of the title of the corresponding position at CDSC so I will leave that to you.	Rescind the Aggressive Behaviour Policy and adopt the draft UCC policy, attached.
Asset Management Policy	20.9.2011	This policy appears to be OK. I have compared it to similar policies from Mid-Western Regional Council and Hawkesbury City Council and I consider that it stands up well. I believe that it might be re-adopted.	Re-adopt
Australia Day Awards	2004	The policy appears to be OK and depending upon its currency, I consider that this policy might be re-adopted.	Re-adopt
Award Restructuring Policy	1992	This policy is dated and no longer relevant so it should be rescinded.	Rescind
Boundary Fencing	2002	The policy appears to be OK and depending upon its currency, I consider that this policy might be re-adopted.	Re-adopt
Child Protection Policy	2006	I am not sure why this is a policy. It seems to me to be more a procedure (being operational in nature) and staff related. I suggest it be rescinded.	Rescind as a policy and, after review, rebadge as a procedure
Closed Roads	1999	The policy appears to be OK and depending upon its currency, I consider that this policy might be re-adopted.	Re-adopt

Community Awards and Recognition	2007	The policy appears to be OK and depending upon its currency, I consider that this policy might be re-adopted.	Re-adopt
Condolences – Community Housing	2006	I believe the title of this policy should be ‘Community Housing’. That said, while the policy appears to be generally OK, I consider that it needs to stipulate that lease agreements for these properties should be for 3 years, with rentals calculated to market for the 1 st year and to CPI for the 2 nd and 3 rd years. I believe that the current policy should be rescinded while in the meantime I will develop a revised policy for Council’s consideration.	Rescind
Condolences	1996	The policy is unnecessary and what it proposes is normal practice so it should be rescinded.	Rescind
Corporate Credit Cards	2004	The policy requires updating to incorporate those positions which will be provided with corporate credit cards. In general though I consider that the policy is not too bad. I believe that the current policy should be rescinded while in the meantime I will develop a revised policy for Council’s consideration.	Rescind
Council Minutes of Confidential Meetings	2005	The should be covered in Council’s Code of Meeting Practice so the policy should be rescinded.	Rescind
Debt Recovery – Rates	1993	This policy and the one immediately below should be rescinded and amalgamated after considering the attached policy from MWRC. I am uncertain that I can provide any further guidance in this regard as I do not possess the intimate knowledge of local conditions to finalise the revised policy.	Rescind and adopt a new policy
Debt Recovery – Rates/Sundry Debtors	?	See above	Rescind
DA’s – Notification to Adjoining Owners	2006	This is more of a draft letter than a policy and would appear to be unnecessary as Council must follow the provisions of the EPA Act. I consider it could be rescinded.	Rescind

Disciplinary Procedures	1998	I consider that this is really a procedure (being operational in nature) rather than a policy, so it should be rescinded	Rescind as a policy and, after review, rebadge as a procedure
Disposal of Asbestos Waste	1990	Rescind as this has been superseded by the policy adopted at the C/M on 7 April 2014	Rescind
Dog Control – Caravan Park	1991	The policy appears to be OK and depending upon its currency, I consider that this policy might be re-adopted.	Re-adopt
Economic Hardship	2003	The policy appears to be OK and depending upon its currency, I consider that this policy might be re-adopted.	Re-adopt
Election of the Mayor and Deputy Mayor	1999	Given the provisions of the Local Government Act which provides that the Mayoral Elections must be held in the September of the elections, I consider that this might be ultra vires. I suggested it be rescinded.	Rescind
Electronic Mail Policy	2002	The policy appears to be OK and depending upon its currency, I consider that this policy might be re-adopted. It does need to link to Council's Records Management policy which I will develop.	Re-adopt
Emergency Situations – Staff Involvement	?	I consider that this is really a procedure (being operational in nature) rather than a policy, so it should be rescinded	Rescind as a policy and, after review, rebadge as a procedure
Employment – Secondary	1993	I consider that this is really a procedure (being operational in nature and in the Award) rather than a policy, so it should be rescinded	Rescind as a policy and, after review, rebadge as a procedure
Equal Employment Opportunity	1994	I believe that this policy needs to be rescinded with new policies to be adopted on 1. Antidiscrimination and Equal Employment Opportunity 2. Workplace Bullying In the meantime I will develop new policies for CDSC.	Rescind
Expenses – Staff	1994	I consider that this is really a procedure (being operational in nature) rather than a policy, so it should be rescinded	Rescind as a policy and, after review, rebadge as a procedure

Financial Assistance Policy	2002	The policy appears to be OK and depending upon its currency, I consider that this policy might be re-adopted.	Re-adopt
Fire Tankers and Tanker Trainers – use of	1999	The policy appears to be OK and depending upon its currency, particularly with reference to the RFS, I consider that this policy might be re-adopted.	Re-adopt
Fraud and Corruption Policy	2012	This policy is not too bad but needs some minor amending to ensure its currency. I suggest that the current policy be rescinded while I develop a revised policy.	Rescind
Gates, Grids and Stockraces on Public roads	2008	The policy appears to be OK and depending upon its currency, I consider that this policy might be re-adopted.	Re-adopt
Gifts and Benefits Policy	?	This policy needs to be stronger. I am developing a revised policy but in the meantime this policy could be rescinded.	Rescind
Graffiti Policy and Action Plan	2004	The policy appears to be OK and depending upon its currency, I consider that this policy might be re-adopted.	Re-adopt
Grievance and Dispute Procedures – Staff	1998	I consider that this is really a procedure (being operational in nature and in the Award) rather than a policy, so it should be rescinded	Rescind as policy and, after review, rebadge as a Procedure
Human Resources Management	2012	I consider that this is really a procedure (being operational in nature) rather than a policy, so it should be rescinded	Rescind as a policy and, after review, rebadge as a procedure
Insurance Excess for Committees of Management	1994	This policy appears OK and might be re-adopted.	Re-adopt
Interview Expenses	?	I consider that this is really a procedure (being operational in nature) rather than a policy, so it should be rescinded	Rescind as policy and, after review, rebadge as a Procedure
Investment Policy	2004	The policy needs to be updated particularly as there appears to have been a new Order from the Minister. I suggest that the current policy be rescinded and in the meantime I will prepare a revised policy.	Rescind

Management of Barwon – Darling River System	1995	The policy is dated and outside the control of Council so it should be rescinded.	Rescind
Media Relations Policy	?	The policy appears to be OK and depending upon its currency, I consider that this policy might be re-adopted.	Re-adopt
Motor Vehicles – Use of	2011	This policy and the one immediately below appear to have been superseded by the one adopted in 2013 and listed further below.	Rescind
Motor Vehicles – Use of	2011	See comments immediately above	Rescind
Natural Disasters – Establishment of an emergency fund	1999	The policy appears to be OK and depending upon its currency, I consider that this policy might be re-adopted.	Re-adopt
Nuclear Waste – Disposal of	1999	The policy is dated and should be rescinded.	Rescind
Outdoor Settings – Community Land	1997	The policy appears to be OK and depending upon its currency, I consider that this policy might be re-adopted.	Re-adopt
Outdoor Staff – Procedures for Employment	?	I consider that this is really a procedure (being operational in nature) rather than a policy, so it should be rescinded.	Rescind as policy and, after review, rebadge as a Procedure
Payment of Expenses and Provision of Facilities to Councillors	2012	This has been superseded by the policy adopted in 2014 and should be rescinded.	Rescind
Pool Guidelines – Wilcannia	1991	The policy is unnecessary as all Council pools are managed by S355 Committees with the necessary responsibilities and delegations provided to each so the policy should be rescinded.	Rescind
Privacy Policy	2002	This policy should be rescinded as it is not relevant given that this should be covered in Council's Privacy Management Plan which I will develop.	Rescind

Procurement of Goods and Services Policy	May 2017	To be adopted at May 2017 meeting	Adopted
Public Access to Council Meetings	2009	This policy should be rescinded as there are provisions in Council's Code of Meeting Practice which provide for this. See policy listed below which is similar.	Rescind
Purchase Preferences	1993	The policy could be rescinded as the Procurement of Goods & Services policy listed further below would appear to supersede this and contains provision for local content.	Rescind
Public Access	2009	This should be rescinded as there are provisions in Council's Code of Meeting Practice which provide for this. See policy listed above which is similar.	Rescind
Public Interest Disclosures – Internal Reporting	2011	This has been superseded by the policy adopted in 2013 and should be rescinded.	Rescind
Recycling Policy	1990	The policy appears to be OK and depending upon its currency, I consider that this policy might be re-adopted.	Re-adopt
Removal Expenses	1995	I consider that this is really a procedure (being operational in nature) rather than a policy, so it should be rescinded.	Rescind as policy and, after review, rebadge as a Procedure
References for Staff	1993	This is in breach of Clause 400 of the Local Government (General) Regulation 2005 and should be rescinded.	Rescind
Rental of Council properties	1993	This policy has been superseded by that listed below and entitled "Employee Housing Policy". On that basis, I consider that this policy could be rescinded.	Rescind
Risk Management Policy	2004	This has been superseded by the policy adopted in 2012 directly below and should be rescinded.	Rescind
Risk Management Policy	2012	The policy appears to be OK and depending upon its currency, I consider that this policy might be re-adopted.	Re-adopt
Rural Property Water Connections	1999	This policy should be rescinded as the charges are included in the Operational Plan.	Rescind

S355 Committees of Council – Rules Governing	2005	I have reviewed this policy in conjunction with the S355 Committees Operational Manual. As the policy complements the Manual and subject to some minor amendments which I am making might be retained. In the meantime I suggest that the current policy be rescinded while I finalise a revised document.	Rescind
Secondary Employment	2012	I consider that this is really a procedure (being operational in nature) rather than a policy, so it should be rescinded. See policy entitled “Employment – Secondary” above	Rescind as policy and, after review, rebadge as a Procedure
Sewerage Policy	2001	If it is reasonable for Council to undertake the works/responsibilities outlined in this policy as part of its role in providing a sewage removal service, then the policy appears OK and might be re-adopted.	Re-adopt
Smoking in the workplace	1993	I consider that this is really a procedure (being operational in nature) rather than a policy, so it should be rescinded.	Rescind as policy and, after review, rebadge as a Procedure
Special Leave	1993	I consider that this is really a procedure (being operational in nature and an award condition) rather than a policy, so it should be rescinded.	Rescind as policy and, after review, rebadge as a Procedure
Staff Uniforms	?	I consider that this is really a procedure (being operational in nature with provision for the allowance made in the Operational Plan) rather than a policy, so it should be rescinded.	Rescind as policy and, after review, rebadge as a Procedure
State Emergency Vehicles	1999	As I understand, the SES now look after their own vehicles so this policy is no longer required and should be rescinded.	Rescind
State emergency Vehicles – Registration and Insurance	2000	See above.	Rescind
Telephone Expenses	1991	I consider that this is really a procedure (being operational in nature) rather than a policy, so it should be rescinded.	Rescind as policy and, after review, especially the monetary limit, rebadge as a Procedure

Trucks Entering Towns – Dropping of Dust	2002	The policy appears to be OK and depending upon its currency, I consider that this policy might be re-adopted.	Re-adopt
Unpaid Rates and Charges (Handing Back Land)	?	I consider that it would be better for the usual procedures (viz. sale of land for unpaid rates) to apply, so I suggest the policy be rescinded.	Rescind
Use of Council Halls	1993	This should be included in the Operational Plan so the policy can be rescinded along with policy directly below.	Rescind
Use of Council Halls – Wilcannia	1999	This should be included in the Operational Plan so the policy can be rescinded along with policy directly above.	Rescind
Use of Council Plant for Emergency Purposes – Authority to Permit	1995	I consider that this policy is irrelevant and should be rescinded – with the necessary provisions being included in the delegations for the relevant staff. See policy below.	Rescind and ensure that the appropriate delegations are made to the relevant staff
Use of Council Plant – General	1999	I consider that this policy is irrelevant and should be rescinded – with the necessary provisions being included in the delegations for the relevant staff. See policy above.	Rescind
Vehicle Replacement Policy	2003	I consider that this is really a procedure (being operational in nature) rather than a policy, so it should be rescinded.	Rescind as policy and, after review, rebadge as a Procedure
Water Consumption – Shire Properties	1992	Rather than a policy, these arrangements should be more appropriately incorporated in the respective lease agreements. The policy could therefore be rescinded.	Rescind and include these arrangements in the respective lease agreements
Street Trees	2012	The policy appears to be OK and depending upon its currency, I consider that this policy might be re-adopted.	Re-adopt
Verge Maintenance	2012	The policy appears to be OK and depending upon its currency, I consider that this policy might be re-adopted.	Re-adopt
Asbestos Policy	7/4/2014	This policy appears to be OK. As it has only recently been adopted no action necessary at this time.	No immediate action

Code of Meeting Practice	9/8/2012	This looks good and I suggest that it be re-adopted.	Re-adopt
Internal Reporting Public Interest Disclosures Policy	9/12/2013	Since this policy was adopted in 2013, the NSW Ombudsman's office has revised its model policy and, as a consequence, this policy needs to be amended. I suggest that the current policy be rescinded and, in the meantime, I will develop a revised policy based on the model from the Ombudsman.	Rescind
Complaints Management Policy	11/8/2013	The NSW Ombudsman developed a new model policy in 2015 so the policy requires amendment. The current policy should be rescinded and the attached revised policy, which incorporates some very good aspects of your policy and which mirrors the model policy, should be adopted.	Rescind the current policy and adopt the revised policy attached.
Employee Housing Policy – July 2015	15/12/2012	This appears to be a 'Draft' and I am unsure if it has been adopted by Council. The document itself seems OK, however it should be a Procedure rather than a Policy. I would suggest that rather than including the rental figures in the document, that Council might consider that lease agreements be for 3 years with rentals based on a combination of market and rates calculated to attract and retain suitable staff with the final decision made by the General Manager.	Rescind as policy and after revision rebadge as a Procedure
Environmental Policy	4/9/2015	This looks good. As it is fairly recent no immediate review action is necessary	No immediate action
Motor Vehicles Private Use of	11/4/2013?	This should be a Procedure rather than a Policy so this might be rescinded. It is noted that Councillor access to vehicles should be dealt with in Council's "Expenses and Facilities" policy. Additionally, the "lease back" arrangements should be based on industry standard with adjustments to CPI annually but with the rates calculated to attract and retain suitable staff and with the final decision made by the General Manager.	Rescind as policy and after revision, rebadge as a Procedure.

Payment of Expenses and Provision of Facilities to Councillors	5/2/2014	As recent amendments to the Local Government Act, now provide that councils only have to adopt their 'Expenses and Facilities' policies during the first year of the council term I suggest that the policy might be rescinded.	Rescind
Public Access to Meetings	9/4/2014	This should be rescinded as there would appear to be adequate relevant provisions contained in Council's Code of Meeting Practice. See policies above which are identical	Rescind
Work Health and Safety Policy	???	This policy appears OK and should be adopted by council if it has not been already.	Adopt
Policy for Sale of Council Land – May 2012	8/2/2013?	This appears to be a 'Draft'. The policy appears to be OK and might be adopted.	Adopt
Write-off Rates and Charges	12/4/2014?	This appears to be a 'report'. I am unsure if this has been to Council but the policy contained in the document appears to be OK and might be adopted if not already.	Adopt