

## Policy 6.01 Governance

<b>Directorate</b>	Business and Governance
<b>Responsible Officer</b>	Director Business and Governance

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### Record of Administrative Amendments

Amendment Version No.:	Description of Administrative Amendment	Date Reviewed
<u>6.3</u>	<u>Version placed on public exhibition (D25/37322)</u>	<u>May 2025</u>
<u>6.2</u>	<u>Review of policy in accordance with Section 165 of the Local Government Act 1993</u> <u>Workshopped with Councillors on 2 April 2025.</u>	<u>21/0503/2025</u>
6.1	Administrative amendments to update references to relevant procedures (D24/6580)	10/01/2024
<u>6.0</u>	<u>Adopted by Council (D22/120012)</u>	<u>14/12/2022</u>

# 1 Introduction

## 1.1 Scope

This policy applies to all elected officials, employees, contractors, and volunteers of Bega Valley Shire Council. It encompasses all activities and decisions undertaken by the council to ensure effective governance through transparency, accountability, and ethical conduct in the delivery of services to the community.

The policy demonstrates direct commitment to the following strategic guiding principles:

- Efficient and effective | clear connection between council's policies and implementation execution of service delivery across our community
- Equitable and inclusive | we commit to building a connection with stakeholders upon based on trust and respect
- Responsive | timely and accurate information sharing with community and stakeholders
- Transparent | decision making processes clearly outlined including how a decision is made and who is involved
- Accountable | commitment to delivering council services that generate public value, effectively manage risk management and monitor performance against agreed outcomes compliance

This policy prescribes the objectives processes associated with organisational procedures such as:

- Policy and Procedure development, and review
- Document Control and information management
- Local Government Elections
- Conducting Investigations
- Delegations to Staff
- Legislative compliance

## 1.2 Purpose

To document the scope and limitations of BVSC policies and to state Council's protocols for adopting and managing policy.

The purpose of this governance policy is to:

- establish a framework for decision-making processes that are transparent, accountable and ethical
- promote the efficient and effective operations of the Council
- ensure compliance with relevant laws, regulations, and standards
- foster trust and confidence with among residents and stakeholders
- enhance the Council's ability to deliver strong and sustainable services to the community.

## 2.01.3 Definitions

Nil.

## 32 Legislation

*Local Government Act 1993*

## 43 Implementation

### 3.1 Strategic Guiding Principles

The six strategic guiding principles that support good governance at Council are:

**Accountable** | clear accountability set for reporting; explaining and answering for the consequence of decisions; robust performance management with clear roles and responsibilities; sound asset management driving financial sustainability; commitment to risk management and compliance and proactive consultation and engagement organisation wide; proactive consultation and engagement internally between business areas and externally with key stakeholders.

**Financially sustainable** | provision of services is fit for purpose and equivalent to 'best on offer'; continuous improvement in council's financial management; asset management focus on resilience, future capability and sustainability; proactive consultation and engagement with community and stakeholders on defining service standards.

**Transparent** | decision making processes are clearly outlined, including how a decision is made and who is involved; stakeholders are informed of progress of actions in line with decisions; accurate and timely financial and asset information; commitment to open communication; nurturing a trusting and supportive partnership with community, local businesses and funding partners.

**Responsive** | commitment to serve the needs of the entire community; improved organisational agility to respond to change; advocates the use of technological advancement to improve service delivery; timely and accurate information sharing with community and stakeholders; adapting better practice in management and service delivery.

**Equitable and inclusive** | strong consideration of the needs of all stakeholders; commitment to building a connection with stakeholders upon trust and respect; nurturing a culture of collaboration, consultation and communication in council business practices and service delivery; fostering deeper community engagement; advance the organisational values; embracing change with an open mind and a positive culture.

**Effective and Efficient** | proactive improvement to service delivery processes, adapting innovative practices in financial and asset management and service delivery including a focus of effectiveness and sustainability; clear connection between policy and implementation; improved collaboration and partnership with community, business, neighbouring councils and other government bodies.

### 4.13.2 Policy Statement

#### • strategic guiding principles

To facilitate the implementation of good governance Council will adopt, monitor, and review its:

— plans and strategies in accordance with the OLG's Integrated Planning and Reporting (IPR) framework. This includes the Community Strategic Plan (CSP), Delivery Program (DP), Operational Plan (OP),

- resourcing strategy, including the Long-Term Financial Plan (LFTP), Strategic Asset Management Plan (SAMP)s, digital strategy, and workforce management plan.
- Code of Conduct in accordance with the OLG's model code
- eCode of mMeeting pPractice
- ~~strategic guiding principles~~
- policies, procedures, and delegations
- enterprise risk management practices
- internal audit schedule

Council will also:

- provide regular training and information sessions to ensure all council officers and workers are aware of their responsibilities under this policy.
- implement structured processes for decision-making, including documentation and public disclosure of decisions where appropriate.
- conduct regular internal and external audits to assess compliance and effectiveness of its governance practices
- actively seek input from the community through consultation, public forums, and other feedback mechanisms.
- identify, assess, and manage risks to ensure the integrity and effectiveness of its operations
- report on the governance performance through the annual report and IPR reporting processes.

Bega Valley Shire Council will engage relevant stakeholders to review its policies in a clear and transparent manner by:

- Setting policy that is consistent with legal obligations mandated by NSW and Australian Government Acts of Parliament.
- Considering the policy recommendations of Office of Local Government when formulating its policies.
- Being responsible for setting all policies used in administering the activities and business of Council.
- Ensuring only policies that have been adopted by council resolution are implemented.
- Ensuring all policies deal with the principles underpinning actions and procedures that must be carried out by Councillors and Council officers in serving the public and fulfilling their statutory obligations.
- Ensuring all policies are recorded in the template format outlined in Procedure 6.01.01 Policy and Procedure Creation or Amendment.
- Ensuring members of the public are engaged during the review of any policy and are provided the opportunity to have input into the policy's content and implementation.
- Maintaining a policy register and ensuring all BVSC policies are publicly available on Council's website.
- Ensuring BVSC officers are aware of the policies that direct and support their work and act in accordance with those policies.

## 4.23.3 Responsibilities

### 4.2.13.3.1 Elected Council

Elected representatives are responsible for adopting the various components of Council's governance framework including:

- the Community Strategic Plan (CSP)
- Delivery Program and Operational Plan
- Long-term Financial Plan (LTFP)
- Annual budgets
- Resourcing strategy
- Code of Conduct
- Code of Meeting Practice
- Policies
- Delegations
- Risk Management

~~The elected officials also~~ play lead role in demonstrating ethical behaviour and positive reinforcement of accountability and transparency by adopting and through adhering to Council's good governance framework.

Councillors have the responsibility for considering the content of revised or newly drafted policies and relevant external procedures and placing any draft documents on public exhibition to allow members of the community to contribute to the review process.

The Councillors have the responsibility of endorsing the final versions of new or reviewed policies prior to their adoption and implementation.

### 4.2.13.3.2 Chief Executive Officer (CEO), Leadership Executive Group (LEG)

The CEO will have the responsibility of making sure a good governance framework is established, implemented, monitored, and reviewed. ~~all local policies of council are reviewed and adopted in accordance with Section 165 of the Local Government Act 1993.~~

The CEO in consultation with members of the Leadership Executive Group will be responsible for ensuring relevant council officers are supported to engaged to review, develop, and implement adopted policies of council during the implementation of the framework.

The Leadership Executive Group (LEG) will be responsible for completing internal reviews of the framework and associated documents before policy documents before they are presented to council for consideration and adoption.

### 4.2.13.3.3 Business and ~~governance directorate~~ Governance Director

The Business and Governance ~~Directorate, Director through the People and Governance Section~~ will be responsible for coordinating the development, adoption, implementation, and review of this policy and the relevant components of Council's governance framework. This work will be done in consultation with both internal and external stakeholders and in accordance with the update, and publishing of adopted policies of council in accordance with Section 165 of the Local Government Act (1993).

## 4 Supporting documents

The documents listed below are provided as supporting information to this policy and form part of Council's overall governance framework:

- [Community Strategic Plan \(CSP\)](#)
- [Delivery Program and Operational Plan](#)
- [Resourcing strategy, including the:](#)
  - [Long-Term Financial Plan](#)
  - [Strategic Asset Management Plan](#)
  - [Digital strategy](#)
  - [Workforce management plan](#)
- [Strategic guiding principles](#)
- [Delegations register and manual](#)
- [Risk register](#)

### 4.3.04.1.1 BVSC Procedures that relate to this Policy

Procedure No.:	Procedure Name	External or Internal Procedure
6.01.01	Policy and procedure creation or amendment	External
6.01.02	Document control	Internal
6.01.03	Local Government Elections (Caretaker provisions)	External
<del>6.01.04</del>	<del>Conducting internal investigations</del>	<del>Internal</del>
<del>6.01.05</del>	<del>Delegations to Mayor, Chief Executive Officer (CEO) and staff</del>	<del>Internal</del> External
<del>6.02.01</del>	<del>Code of Conduct</del>	<del>External</del>
<del>6.02.01(a)</del>	<del>Administration of the Code of Conduct</del>	<del>External</del>
<del>6.12.01</del>	<del>Government Information Public Access (GIPA) Act guidelines</del>	<del>External</del>

### 4.4.04.1.2 BVSC Policies that Relate to this Policy

Policy No.:	Policy Name
6.02	Behaviour of Councillors and Staff
6.03	Risk Management
6.11	Information (Records) Management
6.12	Access to Information
<del>6.28</del>	<del>Delegations</del>



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**Note:** Policy details may change from time to time. To ensure you are viewing the most recent version please view Council's adopted Policies and Procedures on Council website.

Under Review