

5.8. GLOBAL CHANGE OF MANAGEMENT TITLE IN ALL POLICIES

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DEPARTMENT People and Governance

RECOMMENDATION

That Council approves the administrative update of all Policies to reflect recent changes in management titles.

EXECUTIVE SUMMARY

At the Ordinary Council Meeting 20 November 2018 Council resolved to adopt a new Organisational Structure. The change to the structure resulted in the removal of the two General Manager roles and the creation of nine direct reports to the CEO. All management titles were changed.

COMMENT

Although a number of Council's policies have been updated in the last six months, the majority of policies still contain outdated titles for Management.

A list of all policies in need of updating is attached.

PROPOSAL

That Council approves the global update of all policies to ensure they conform to the new Organisational Structure.

FINANCIAL/RESOURCE IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Failure to update the Policies could result in confusion regarding responsibility for policy implementation.

CORPORATE/OPERATIONAL PLAN, POLICY REFERENCE

This report has been prepared in accordance with the following:

Corporate Plan 2014-2019 Initiatives:

Theme 5 – Governance

5.2.2 - Implement adopted policies and guidelines to ensure consistency in administrative management which also encourages innovation in Council operations.

COUNCIL'S ROLE

Council can play a number of different roles in certain circumstances and it is important to be clear about which role is appropriate for a specific purpose or circumstance. The implementation of actions will be a collective effort and Council's involvement will vary from information only through to full responsibility for delivery.

The following areas outline where Council has a clear responsibility to act:

Fully-Responsible Funding the full cost of a program or activity

ATTACHMENTS

1. Changes to management titles in policies **[5.8.1 - 3 pages]**

POLICY NAME Attachment 5.8.1	PURPOSE 63 of 126	PREVIOUSLY APPROVED BY	NOW APPROVED BY
Aboriginal Cultural Heritage General Policy	To define procedures and protocols in conducting Council activities while	Manager Infrastructure Services	Executive Manager Infrastructure
Acquisition Resumption of Land General Policy	Undertaking physical work to ensure that Aboriginal Cultural Heritage is protected within Douglas Shire	General Manager Corporate Services	Executive Manager People & Governance
Administrative Action Complaints Management General Policy	To provide a framework for the management of complaints	General Manager Corporate Services	Executive Manager People & Governance
Adornment of Graves General Policy	Policy in relation to the placement of tributes on graves at Council's Cemeteries.	Manager Infrastructure Services	Executive Manager Infrastructure
Advertising Spending General Policy	To provide guidelines outlining the control on expenditure on advertisements placed by Council in various media to ensure that this advertising is in the public interest.	General Manager Corporate Services	Executive Manager People & Governance
Arts General Policy	To provide a framework to support and encourage the arts within the Douglas Shire.	Executive Officer	Manager Community Development
Asset and Service Management General Policy	To set guidelines for implementing consistent asset management processes throughout Douglas Shire Council	Manager Infrastructure Services	Executive Manager Infrastructure
Asset Capitalisation General Policy	To set a threshold monetary value for the capitalisation (recording) of Non-Current Assets for Douglas Shire Council.	Manager Finance & IT	Chief Financial Officer
Busking General Policy	To encourage activities that contribute vibrancy and life to public areas and to allow opportunities for public performances.	Manager Sustainable Communities	Manager Environment & Planning
Climate Change (Council Operations) General Policy	To provide the strategic framework for Council to manage its climate change responsibilities by using a combination of climate change mitigation and adaptation strategies	Manager Sustainable Communities	Manager Environment & Planning
Code of Conduct For Councillors General Policy	To provide guidelines for the interaction between Councillors and staff and in particular requests from Councillors relating to the provision of information, advice and assistance.	General Manager Corporate Services	Executive Manager People & Governance
Commercial Filming Photography General Policy	Applies to commercial filming and photography operations on any Council-controlled roads, land, parks or reserves. Includes Terms & Conditions.	General Manager Operations	Manager Environment & Planning
Community Engagement General Policy	The intent of this policy is to broadly define Council's approach to the engagement of our community. It has application across the full range of policy, program and service issues encountered by local government.	Executive Officer	Manager Community Development
Community Support Program Policy	This policy guides delivery of Council's Community Grant Program which provides financial and in-kind assistance to community based groups and organisations that enrich the diversity of cultural, social, sport and economic development opportunities available to the residents and businesses located in the Douglas region.	Executive Officer	Manager Community Development
Complaints About the Public Official General Policy	As required under S48 of the Crime and Corruption Act 2002, this policy sets out the framework for dealing with complaints against the CEO as a public official	General Manager Corporate Services	Executive Manager People & Governance
Corporate Sustainability General Policy	To continually embed environmental sustainability principles into Council's operations.	Manager Sustainable Communities	Manager Environment & Planning
Councillor Remuneration General Policy	To define the parameters surrounding councillor meeting attendance fees	General Manager Corporate Services	Executive Manager People & Governance
Councillor Staff Interaction Protocol General Policy	To provide guidelines for the interaction between Councillors and staff in relation to providing help and advice. (Section 1135 of the Local Government Act 1993).	General Manager Corporate Services	Executive Manager People & Governance
Crime Prevention through Environmental Design General Policy	To promote design features within new developments and the redevelopment of existing areas, which will enhance the safety from crime for the community, including visitors to the city.	Manager Sustainable Communities	Manager Environment & Planning
Daintree Ferry Revenue General Policy	To establish clear practice regarding contribution and funds for the ferry operations.	General Manager Corporate Services	Executive Manager Infrastructure
Daintree River Ferry Concessional travel General Policy	To provide concessional travel to eligible local residents.	General Manager Corporate Services	Executive Manager Infrastructure
Debt General Policy	To provide Council with a debt management strategy based on sound financial management guidelines.	Manager Finance & IT	Chief Financial Officer
Debt Recovery General Policy	To establish a policy for the recovery of outstanding Rates and Charges and Accounts Receivable.	Manager Finance & IT	Chief Financial Officer

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Development Interaction Guidelines General Policy	To provide ethical guidance for Councillors and staff when dealing with parties involved in or associated with a development application.	Manager Sustainable Communities	Manager Environment & Planning
Directional Signs General Policy	This policy covers the installation of directional signs.	Manager Infrastructure Services	Executive Manager Infrastructure
Douglas Libraries Internet Policy	The purpose of Douglas Libraries Internet Policy is to guide and support use by patrons of public access computers and internet services. The policy seeks to assure consistency with National and State laws and is applicable to all public computer users at Douglas Libraries.	General Manager Corporate Services	Manager Community Development
Drinking Water Quality General Policy	This policy applies to all Water and Wastewater activities associated with the supply of drinking water to the community.	General Manager Operations	Manager Water & Wastewater
Drug & Alcohol Policy	To ensure that no person's health and safety is adversely affected by any Douglas Shire Council employee working while affected by alcohol or a drug; and assist Douglas Shire Council to fulfil all relevant legal obligations in regard to employee safety.	Manager Governance	Executive Manager People & Governance
Election Caretaker Provisions General Policy	To guide the conduct of Councillors and Council Officers during the lead up to local government elections based on the democratic principle that outgoing elected bodies do not use public resources for election campaigning , nor make decision which may be unreasonable, inappropriate or unnecessary bind an incoming Council.	Manager Governance	Executive Manager People & Governance
Enterprise Risk Management Policy	To set guidelines for implementing consistent risk management processes throughout Douglas Shire Council.	General Manager Corporate Services	Executive Manager People & Governance
Environmental (Council Operations) General Policy	Intent of this policy is to avoid waste and pollutants generated by Council operations at the source. Where waste and pollutants cannot be avoided they are to be reduced, reused, recycled, recovered, treated or disposed of in line with the Waste Hierarch and in compliance with relevant legislation.	Manager Sustainable Communities	Manager Environment & Planning
Equal Employment Opportunity (EEO) and Workforce Diversity General Policy	To set standards for Douglas Shire Council regarding Equal Employment Opportunity (EEO) and Workforce Diversity.	General Manager Corporate Services	Executive Manager People & Governance
Events General Policy	To set clear objectives in supporting and delivering events across the region.	Executive Officer	Manager Community Development
Expenses Reimbursement Policy for Elected Representatives	This policy clarifies expenses reimbursement and support for elected representatives of Douglas Shire Council.	General Manager Corporate Services	Executive Manager People & Governance
Fitness for Work General Policy	To provide a safe and healthy work environment. The Council will endeavour to ensure commitment to the early identification and treatment of Fatigue, Alcohol and Other Drugs problems in the work environment.	Manager Governance	Executive Manager People & Governance
Fraud and Corruption General Policy	To manage fraud risk; prevention of fraud; establish procedures for appropriate reporting and investigation of fraud;	Manager Governance	Executive Manager People & Governance
Information Privacy General Policy	The purpose of this General Policy is to establish a framework for the responsible collection and handling of personal information by Douglas Shire Council	Manager Governance	Executive Manager People & Governance
Intellectual Property Rights General Policy	To ensure effective management of Council's Intellectual Property and to support its use for the benefits of the community.	General Manager Corporate Services	Executive Manager People & Governance
Investment General Policy	To outline Council's investment policy and guidelines regarding the investment of cash holdings with an objective of maximising earnings whilst minimising risk to ensure the security of Council funds.	Manager Finance & IT	Chief Financial Officer
Management of Confidential Information General Policy	To ensure Councillors and officers of Douglas Shire Council understand the requirements for management of all confidential information.	Manager Governance	Executive Manager People & Governance
Plaques Memorials and monuments General Policy	To advise the public of Douglas Shire Council's approach to the management of requests for the installation of commemorative plaques, memorials and monuments in public spaces	Manager Infrastructure Services	Executive Manager Infrastructure
Port Douglas Markets Policy	The Market Coordinator is responsible for the coordination of the markets and for administering these Terms and Conditions	Manager Governance	Executive Manager People & Governance
Procurement General Policy	This document sets out Douglas Shire Council's policy for the acquisition of goods and services and adherence to the "sound contracting principles" as stipulated in the <i>Local Government Act 2009</i> .	General Manager Corporate Services	Chief Financial Officer
Public Interest Disclosure General Policy	To define Council's obligations and to affirm Council's commitment to compliance with the Public Interest Disclosure requirements of the <i>Public Interest Disclosure Act 2010</i>	General Manager Corporate Services	Executive Manager People & Governance

POLICY NAME Attachment 5.8.1	PURPOSE 65 of 126	PREVIOUSLY APPROVED BY	NOW APPROVED BY
Rates Based Financial Assistance General Policy	For the provision of rates based financial assistance to not for profit recreation, sporting and community groups.	Manager Finance & IT	Chief Financial Officer
Recycled Water General Policy	To establish guidelines in relation to the supply and use of recycled water.	General Manager Operations	Manager Water & Wastewater
Reserves General Policy	To establish an accounting policy for reserves for Douglas Shire Council.	General Manager Corporate Services	Chief Financial Officer
Revaluation of Non-Current Assets General Policy	This policy outlines the application of Australian Accounting Standards Board (AASB) Standard 116 Property Plant and Equipment with respect to the revaluation of Non-Current Assets.	Manager Finance & IT	Chief Financial Officer
Revenue Policy	To set out the principles used by Council for the making and levying of rates and charges; the recovery of rates and charges; concessions for rates and charges for the current financial year.	Manager Finance & IT	Chief Financial Officer
Roadside Vending General Policy	To provide clear objectives and guidelines for the issuing of approvals to carry out Roadside Vending Activities on roads under Local Law No.22.	Manager Sustainable Communities	Manager Environment & Planning
Security - Council Buildings General Policy	To minimise person included risks to public order, community safety and security in any of Council Administration Building and Depots	Manager Governance	Executive Manager People & Governance
Sewer Construction - Replacement of Trees General Policy	For a uniform approach in dealing with claims for compensation for the loss of trees and other flora resulting from construction of sewers.	Co-ordinator Water and Wastewater	Manager Water & Wastewater
Strategic Freehold Land Policy	For the strategic acquisition of land and also the disposal of Council freehold Land that is surplus to Council's requirements.	General Manager Corporate Services	Executive Manager People & Governance
Trade Waste Environment Plan General Policy	Provide for treatment (subject to conditions) of biodegradable waste into the sewerage systems such that discharges to receiving waters maintain or enhance receiving water quality.	General Manager Water and Waste	Manager Water & Wastewater
Vegetation on Council Land General Policy	To provide clear direction regarding vegetation planting, removal and maintenance on Council controlled land.	Manager Infrastructure Services	Executive Manager Infrastructure
Vehicles on Beaches General Policy	To outline the circumstances in which it may be necessary or reasonable to issue an approval under Subordinate Local Law 1 (Administration) for the bringing or driving of motor vehicles onto beaches or beach related areas. To preserve a high standard of safety and enjoyment of persons using beaches in the Douglas Shire	Manager Sustainable Communities	Manager Environment & Planning
Water Meter Installation General Policy	To establish a policy for the installation of water meters in areas of the Douglas Shire Council	Co-ordinator Water and Wastewater	Manager Water & Wastewater
Water Restrictions General Policy	To establish a policy and approval process for the imposition of water restrictions by Douglas Shire Council Water and Wastewater.	General Manager Operations	Manager Water & Wastewater
Workplace Health & Safety Policy	To promote workplace health and safety within Council and to provide a safe workplace.	Manager Governance	Executive Manager People & Governance