

Report of Governance to the Ordinary Meeting of Council held on Monday  
19 December 2016

**GO9 – Internal Reporting Policy – Review of Existing Protocol and Change of Classification**

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TRIM 1693

**EXECUTIVE SUMMARY**

- The purpose of this report is to advise Council of the review of an existing Protocol and proposed classification change from Administrative Protocol to a Council Policy.
- It is recommended that the Councillors adopt the Internal Reporting Policy.

**REPORT**

In 2015 Council reviewed its policy framework creating a policy register that incorporates a distinction between Council Policy and Administrative Protocol.

The differences between a Council Policy and Administrative Protocol are:

Council Policy

- Adopted by Council
- Legislated
- Primarily affect councillors and the community (although this can extend to staff).

Administrative Protocol

- Operational Policy - relates to day-to-day operational issues
- Endorsed by Executive - the General Manager has authority to deal with matters as per s.377 of the LGA
- Concerns staff - who are under the direction of the General Manager.

Since the implementation of the new policy register the Internal Reporting Protocol has undergone a review to ensure alignment with the NSW Ombudsman's Model Policy and the following changes have been made:

- Change the document classification from Administrative Protocol to Council Policy
- The objective has been enhanced to provide a clear purpose for this policy
- The organisation's strong commitment and zero tolerance to wrongdoing has been outlined in the Background section
- The Background also outlines the intent of having a system to manage these types of complaints
- Expand the applicability section to ensure all those covered by the Policy are identified, including Councillors.

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**CONSULTATION**

Nil

**FINANCIAL IMPLICATIONS**

This matter has no financial impact on Council's adopted budget or forward estimates.

**ATTACHMENTS IN A SEPARATE BOOKLET**

1. Draft Internal Reporting Policy.

**RECOMMENDATION**

That Council adopt the Internal Reporting Policy.