

Policy and Procedure Change Overview Report

Details	To provide oversight of all significant corporate wide policy and procedure changes approved through Council within the reporting period. Acting General Manager - Corporate Services		
Report prepared by:	Governance & Public Interest Disclosure Coordinator	Reporting Period	January to March 2022

Policy Title	Date of Change	Change Initiated by	Change Overview	Reasons for Change
COVID-19 Vaccination requirements for entering premises as a visitor under a Public Health Direction	19 January 2022	People and Culture Branch, Corporate Services Approved by General Manager (Corporate Services)	New procedure	Council is committed to ensuring the effective management of all health and safety risks associated with COVID-19 when conducting Council's business or undertakings and to protect our employees and the community. Council is also required to adhere to government public health directives and ensure all legislative requirements for COVID-19 vaccinations are met. This procedure provides appropriate guidelines for managing these interactions in accordance with the Public Health Direction.
COVID-19 Vaccination for Council Employees (Public Health Directions) Procedure	8 February 2022	People and Culture Branch, Corporate Services Approved by General Manager (Corporate Services)	New procedure	This procedure is intended to facilitate and guide the implementation of the Queensland Government <i>Public Health and Social Measures linked to Vaccination Status Direction (No. 2)</i> , the <i>COVID-19 Vaccination Requirements for Workers in a high-risk setting Direction</i> , the <i>Residential Aged Care Direction (No. 11)</i> , <i>Workers in a healthcare setting (COVID-19) Vaccination Requirements Direction (No. 2)</i> , and <i>Isolation for Diagnosed Cases of COVID-19 and Management of Close Contacts Direction (No.5) (the Public Health Directions)</i> , and the collection and use of COVID-19 Vaccination status

				information in line with the Public Health Directions.
Indigenous Accord Policy	24 February 2022	Community Cultural and Economic Development Department Adopted at Council Ordinary Meeting	Changed from Indigenous Australian Social Justice Accord Policy to Indigenous Accord Policy in line with Council's Indigenous Accord 2020-2025. The new policy content reflects current practices and alignment with the iFuture 2021-2026 Corporate Plan.	The changes strengthen the alignment between the policy and the Indigenous Accord 2020-2025 by including guiding principles and references to related documents and definitions.
Ipswich Enviroplan Program and Levy Policy	24 February 2022	Infrastructure and Environment Department Adopted at Council Ordinary Meeting	The policy has been updated with the inclusion of additional wording to ensure clear transparency that the Enviroplan funds are accounted within Council's general ledger through accounts that are specifically identified for the Enviroplan.	In 2021, Council conducted an internal audit of environment and conservation strategies and compliance. As part of the audit, it was identified that the Enviroplan levy, collected alongside the quarterly rates, was being included into the general revenue of council rather than being separately collected and accounted for as per the terms of council's adopted Enviroplan Policy. The audit recommendation was that the Ipswich Enviroplan Program and Levy Policy be amended to the extent that it is clear that the Enviroplan funds are accounted within Council's general ledger through accounts that are specifically identified for the Enviroplan.
Meetings Procedure Policy	24 March 2022	Notice of Motion at Council Meeting of 24/3/2022– Cr P Tully	Section 9.1, 9.1.1 and 9.1.2 of the Meetings Procedures Policy as follows, be deleted: 9.1 Notice of matter to be included on agenda by Councillor 9.1.1 Any Councillor requesting a matter to be included on an agenda, must give notice in writing to the Chief Executive Officer at least five (5) business days before the notice of meeting is required to be given. 9.1.2 Councillors may advise whether the notice of motion is to go to the next ordinary meeting or next appropriate committee meeting. However, the CEO, in setting the agendas, may determine that the notice of motion is best dealt with by	At the Council Ordinary Meeting of 24 February 2022, Cr Tully gave notice of his intention to the move the motion concerning the amendment of the Meeting Procedures Policy at the next meeting of Council on 24 March 2022. At the Council Ordinary Meeting of 24 March 2022, Cr Tully moved the motion as outlined in the change overview, which was adopted.

			<p>another committee or ordinary meeting.</p> <p>The above clauses be replaced with:</p> <p>9.1 Notice of matter for consideration at a Council meeting or committee meeting</p> <p>9.1.1 Any councillor proposing a matter be considered at a Council meeting or committee meeting must give notice in writing to the Chief Executive Officer at least five (5) business days before the relevant meeting.</p> <p>Section 9.1.3 of the Meeting Procedures Policy be amended by deleting the last dot point.</p> <p>The deleted dot point reads as follows: not be an action that could be dealt within operational procedures.</p>	
Media and Corporate Communication Policy	24 March 2022	<p>Growth Infrastructure and Waste Committee 10 March 2022</p> <hr/> <p>Adopted at Council Ordinary Meeting</p>	<p>The current Media Policy was repealed and replaced with the Media and Corporate Communications Policy.</p>	<p>The adoption of the new policy provides greater clarity on roles and responsibilities in delivering quality media and corporate communication activities with consistent messaging and a stakeholder and audience centric approach.</p> <p>The new policy continues Council's commitment to transparency and good governance through its principles, the foremost being to "ensure the community is aware of Council's Corporate Plan, strategies, policies, services, activities and decisions".</p> <p>The new policy provides the organisation, Mayor, Councillors and council staff with greater clarity on roles and responsibilities in delivering communication activities including who, how, when, why and where we communicate.</p> <p>It provides for a greater diversity of voices with the role of spokesperson on</p>

				<p>various council matters shared more broadly across the city’s elected representatives.</p> <p>The policy also includes new governance measures to ensure that requests, approvals, and delegations associated with content creation are appropriately managed and recorded by the organisation.</p> <p>The new policy does not limit or constrain the amount of information or types of information council is providing to the community.</p>
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