

3001 Policy and Procedure Framework

General Policy



PURPOSE

- 1) The purpose of this policy is to establish an effective policy and procedure framework that supports good governance, transparent decision making and effective service delivery.

SCOPE

- 2) Council has three policy categories under this framework – Statutory, Governance and General.
- 3) Policies may be operationalised through procedures that give further direction and guidance regarding how to uniformly interpret, apply, implement, review and repeal a policy across Council.

DEFINITIONS

Term	Definition
Administration Directive	Administration Directives establish an operating practice or process for general administrative functions. An administration directive may be authorised by the CEO or the relevant General Manager . Compliance with an administration directive is mandatory.
Framework	Framework means a suite of policies, procedures and guidelines grouped together on the basis of relevance for dealing with a particular issue or opportunity.
General Policy	A policy authorised by the CEO or relevant General Manager established to influence the day-to-day operations of the Council. A General policy is internal, team or directorate focused . Compliance with a General Policy is mandatory.
Governance Policy	A policy approved by the Chief Executive Officer and endorsed by Council that supports a statutory obligation and/or establishes a corporate direction and informs decision-making on a specific topic or issue, such as a Council governance matter or an economic, environmental, social and/or cultural topic or issue of interest to the community. Compliance with a Governance Policy is mandatory.
Guideline	A document that provides additional guidance to assist implementation of a policy and/or procedure that reflects best practice. Guidelines may have associated tools, checklists and supporting information. Guidelines may be issued by a government agency or another regulatory body.
Major Change	A change that impacts the intent, effect or application of the Policy or Procedure.
Minor Change	A change that includes cosmetic changes to ensure that the Policy or Procedure is current, up to date, succinct and clear. A minor change will not alter the intent, effect or application of the Policy or Procedure.
Procedure	A procedure provides additional guidance regarding how to uniformly interpret, apply and implement policy. Procedures define specific steps or actions and may incorporate guidelines, forms, templates or other information sources. A procedure will be authorised by the CEO or the relevant supporting Policy Authorising Officer . Compliance with a procedure is mandatory.
Process	A series of activities, actions and tasks to achieve a consistent output or result in accordance with Council policy and procedures.
Statutory Policy	A policy that must be approved by the CEO and adopted by Council resolution due to a statutory requirement to establish a policy direction and to inform decision-making on a specific topic or issue. Compliance with a Statutory Policy is mandatory.

POLICY

OBJECTIVES

- 4) The objectives of this policy is to:
 - a) Establish a hierarchical framework that accommodates Council policies and procedures to guide effective decision-making and service delivery;
 - b) Establish a consistent process for the development, authorisation, adoption, implementation and review of policies and procedures;
 - c) Ensure there is a uniform system for the development and approval of policy underpinned by a system of consultation and inclusion of relevant stakeholders;
 - d) Support quality information utilisation and dissemination
 - e) Establish controls for the effective management of Council policies and procedures in accordance with Council's document management system.

PRINCIPLES

- 5) The following principles apply under this policy:
 - a) Council will maintain a robust and effective policy framework that will reassure the community and stakeholders that it is pursuing its strategic objectives and fulfilling its responsibilities with due diligence and accountability.
 - b) Council's strategic directions will be established and articulated as policy positions within Council's long-term strategic documents to direct Council's service delivery.
 - c) Council policies will be established where required by legislation or where Council or the Chief Executive Officer determine a new (or revised policy) is required to more effectively and consistently manage Council operations and service delivery.

POLICY STATEMENT

Framework

- 6) Policies and procedures will be:
 - a) Prepared in accordance with legislation, Council's strategic documents and this framework;
 - b) Prepared according to the processes established in the Policy Development Procedures;
 - c) Created only where there is a clear and justifiable need;
 - d) Developed with appropriate consultation with relevant stakeholders (internal and/or external);
 - e) Clear and concise and drafted using "plain language" – complex terms will be avoided or defined;
 - f) Consistent with the relevant template; and
 - g) Recorded on the *Council Policy Register*. (*Note: policies will be numbered according to the policy category and classification.*)
 - h) Reviewed every 1 – 4 years and will remain in force until superseded or repealed.

Content

- 7) Council policies will:
 - a) Clearly articulate policy intent, expectations and accountabilities on a specific topic or issue;
 - b) Clearly assign the policy owner; and
 - c) Contain or reference associated procedures, processes, guidelines, forms and templates (as appropriate).
- 8) Council procedures will:
 - a) Define the specific steps or actions required to apply and/or implement a policy;
 - b) Clearly assign roles and responsibilities; and
 - c) Contain or reference associated processes, guidelines, forms and templates (as appropriate).

Policy framework implementation

- 9) Councillors and staff will be advised (where relevant) to any changes to Council policy and procedures.
- 10) Councillors and staff are responsible for ensuring their behaviour and work is carried out in accordance with Council policies and procedures.

- 11) Council statutory and governance policies will be made available to the public and published on Council’s website.
- 12) General Policies, Administrative Directions and Procedures will be made available to Councillors and staff.

ROLES AND RESPONSIBILITIES

- 13) Specific roles and responsibilities may be established through any associated Procedures or Administrative Direction. Generally however the following roles and responsibilities apply:
 - a) Governance Advisor
 - responsible for ensuring the process of development, approval, review and/or withdrawal of a policy or procedure is managed timely and effectively;
 - administers the *Council Policy Register*.
 - b) Responsible Officer / Policy Owner
 - responsible for ensuring timely development or review of a policy and associated procedures;
 - maintaining the currency of policy and procedures
 - c) General Managers
 - responsible for ensuring timely development or review of a policy and associated procedures;
 - responsible for approving General Policy, associated Procedures and Administrative Directions within their area of responsibility
 - d) Chief Executive Officer
 - responsible for approving new or revised Governance and Statutory Policy, associated Procedures and Administrative Directions.
 - e) Council
 - responsible for adopting Statutory Policy;
 - endorsing Governance Policies.

APPLICABLE LEGISLATION AND REGULATION

- 14) Applicable legislation and regulation:
 - a) *Local Government Act 2009: section 12(3)(c) – all Councillors have the responsibility of participating in policy development for the benefit of the local government area.*
 - b) *Local Government Act 2009: section 13(2)(a) – all employees have the responsibility of implementing the policies and priorities of the local government in a way that promotes: the effective, efficient and economical management of public resources; excellence in service delivery; and continual improvement.*

RELATED DOCUMENTS

- 15) Related documents are:
 - a) *Policy Register;*
 - b) *Policy and Procedure Templates;*
 - c) *Policy Development Procedures.*

RESPONSIBLE OFFICER

Chief Executive Officer

APPROVAL DATE

21 January 2021

REVIEW DATE

January 2025 (Standard four year term)

REVISION HISTORY

Version	Meeting or Authorising Officer	Approval Date	History
1	CEO Approval	21 January 2021	New policy