



Council Policy Framework Policy

Adopted	12 June 2013
Recommendation Number	36 / 0613
Review Date	June 2015

1 Purpose

Developing, adopting and reviewing policy is a prime responsibility of the Council under Section 59 of the Local Government Act 1999. A Council Policy Framework provides a structure and process for the initiation, development, adoption and review of the Council's policy documents ensuring policies:

- are developed in a consultative, comprehensive and consistent manner
- underpin and support Councils strategic objectives as articulated in the Community Plan
- provide a clear understanding of the Council and management responsibilities in policy development and review
- ensure consistency with and meet the compliance requirements of legislation.

2 Scope

This Policy provides the guidelines within which all other policy documents for the Southern Mallee District Council will be developed.

3 Policy Statement

Policy Classifications

Policy sets out an organisation's position and accepted role, and assists in decision-making relating to a particular area of activity.

Council Policies (also referred to as External / Public policies) are policies or procedures that are either required by legislation (ie. Rating Policy) or impact on the Community in some way (ie. Environmental Sustainability Policy). Many of these policies may require consultation with the community and often relate to the goods, services and activities provided to or by the Council.

Administrative / Human Resource / Occupational, Health & Safety (OH&S) Policies (also referred to as Internal policies). Administrative policies address the organisation business of Council (ie. Bank Account Policy). Human Resource and OH&S Policies address policy issues relating to employees of council (ie. Leave Policy) and the health and welfare of people in the workplace.

Procedures

Procedures define the specific guidelines or actions required to apply or implement a policy. Most policies are supported by procedures, which ensure that policies are practical and workable. Policies themselves should not document procedural arrangements that are not related to decision making. This information should be laid out in a procedure which is referenced in the relevant policy document.

3 Policy Statement

Policy Approval

As Council policies detail Council's position and accepted role in relation to goods, services and activities provided to or by Council, these policies may be reviewed by the Committee relevant to the topic being considered, and then referred to the Committee responsible for the development and review of Council policies as per the 'Council and Its Committees – Membership and Terms of Reference' document (with the exception of Financial Policies which are generally approved by a separate committee responsible for financial policy issues). This enables Committees to provide input and comment on policies that are relevant to the functions within their Terms of Reference, while still ensuring a consistent approval process.

Administrative / Human Resource and Occupational, Health & Safety policies relate specifically to the operational management, administrative or staffing matters of Council, which is the function of the Chief Executive (refer Section 99 and Section 107 of the Local Government Act 1999). These policies are subject to a separate administrative review and approval process to Council policies, and must be approved by the Chief Executive Officer after development or review by the relevant member(s) of the Leadership Team.

Review Cycle

Council Policies will be reviewed and adopted after each general Local Government Election, unless required more frequently under legislation.

Policy Categorisation

On Council's Records and website the Council policies will be displayed and accessed under the following headings.

- Corporate Governance
- Council Members
- Development, Environment & Infrastructure
- Finance
- Community & Tourism

Content of Policies

All policies will be developed in accordance with the Policy Template. There are some basic key principles that should be taken in consideration when developing or reviewing policies.

- No reproduction/duplication of legislation or relevant standards (however reference to the relevant standard or section of legislation should be included).
- Consideration of coverage/incorporation of the policy issue into existing policies

3 Policy Statement

- Linkage to one or more Community Plan outcomes and/or objectives
- Only include policy material that assists in decision making. Procedural content should be referred to as a separate procedure or guidelines document.
- Consistent naming conventions and terminology
- Provide reference to related policies and procedures
- A standard format for policies will ensure a consistent and professional approach to the management of policies.

Policy Maintenance

The Administration will maintain the Policy register and ensure the appropriate policies are accessible to the public. This team will also provide guidance in the preparation and development of policies where required.

4 Further Information

Members of the public may inspect this Policy on Council's website www.southernmallee.sa.gov.au and at the principal office of the Southern Mallee District Council at Day Street, Pinnaroo SA 5304.

On payment of a fee, a copy of this Policy may be obtained from the Council, or otherwise may be downloaded for free from the Council's website.

Any queries in relation to this Policy should be directed to the Chief Executive Officer contactable at the principal office on 8577 8002.

5 Policy Review

This policy will be reviewed within two years or as Council requires.

The Council may at any time alter this policy, or substitute a new policy.

6 Other Relevant Policies/Procedures

Nil