

POLICY

Policy Name	Policy and Procedure Framework
Policy Category	Governance
Department / Officer	Chief Executive Officer
Date Adopted	15 December 2008;
Date/s Reviewed	22 October 2012; 28 August 2017, 24 April 2023
Review Frequency	Every three years
Strategic Plan Reference	Aspiration 6 – We are a financially sustainable and well-governed organisation

Attachments

1. Purpose

This policy is intended to provide a framework for the process for the initiation, development, adoption, and review of Council Policy documents ensuring policies:

- Are developed in a consultative, comprehensive, and consistent manner.
- Underpin and support Council's strategic objectives.
- 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 the City of Victor Harbor Policies will be developed.

3. Policy Statement (Summary)

The City of Victor Harbor supports a Policy Framework that gives effect to Council's strategic plans and its statutory and regulatory obligations which facilitate decision making and controls that support effective accountability and performance outcomes.

4. Legislation and Compliance

Developing, adopting, and reviewing policy is a prime responsibility of the Council in accordance with Section 59 of the *Local Government Act 1999*.

Section 132A of the *Local Government Act 1999*, also requires Council must ensure that appropriate policies, practices and procedures are implemented and maintained in order to–

- a) ensure compliance with any statutory requirements; and
- b) achieve and maintain standards that reflect good administrative practices.

5. Definitions

Audit Committee means the committee established under Section 41 of the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2013*.

Council means the Elected Body as defined under the *Local Government Act 1999*.

Senior Management Team means, the Chief Executive Officer, Director Corporate and Customer Service, Director Community and Development, Director Environment and Infrastructure and Group Manager Governance and Finance.

6. Policy Content

Policies set out Council's position and assists in decision-making relating to a particular area of activity. There are three types of Policy classifications as follows:

- **Council Policies** (External Policies)

Council Policies are policies or procedures that are either required by legislation or impact on the community in some way. Some of these policies may require consultation with the community and often relate to the goods, services and activities provided to or by the Council.

Council Policies are grouped under the following categories:

- **Strategic Policies** – to assist Council to implement the Council's Community and Strategic Directions plans such as lead Policies - environmental, economic, social, infrastructure.
- **Statutory Policies/Codes** - required by law and meet compliance requirements eg Order Making Policy, Contracts and Tenders Policy, Code of Conduct, Public Consultation.
- **Governance Policies** – to assist Council to meet its civic, corporate and community governance responsibilities eg Council Member Policies, Media Policies, Risk Management Policy, Complaints Handling Policy, Treasury Policy, Budget Framework Policy and Regulatory/Enforcement Policies – street permits
- **Service Provision Policies** – policies that provide a service to the community eg Graffiti Policy, Crossover Policy, Community Grants, Donations.
- **Administrative / Human Resources / Work, Health and Safety Policies**
These policies address the organisation business of Council. Human Resource and Work Health and Safety Policies address policy issues relating to employees of Council and the health and wealth of people in the workplace.

- **Procedures**

Procedures define the specific guidelines or actions 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 elements that are not related to decision making. This information should be laid out in a procedure which is referenced in the relevant policy document.

6.1 Policy Development or Review

The development or review of a Council policy and procedures will be conducted on a rolling or staggered basis to enable greater consideration to be given to each policy or procedure and a more even distribution of policies being presented to Council, Senior Management Team, or Audit Committee. In developing or reviewing policies or procedures, it may result from:

- Recognition of a need (such as legislation/government initiates, Council resolution)
- Change in strategy or service provision
- Regular cycle of the Policy development lifecycle

The following factors should be taken into consideration when developing or reviewing:

- Be applied across the Council
- Link to the City of Victor Harbor Community Plan 2030
- Reflect Council's role and service delivery
- Support operational efficiency
- Be aimed at reducing or managing Council's risk
- Be relevant and transparent in its intent and meaning
- Be developed with consultation
- Assign authority for decisions required under the Policy
- Comply with legislation and regulatory requirements
- No reproduction/ duplication of legislation or relevant standards
- Consideration of coverage / incorporation of the policy issue into existing policies
- Procedure content should be referred to as a separate procedure or guidelines.
- Consistent naming conventions and terminology
- Provide reference to related policies and procedures.
- Policies should be reviewed holistically with the aim of consolidating policies on associated topics where feasible to minimise confusion or the need to take guidance from multiple policies.
- Consideration should be given if a Policy is required on a given topic or whether a simple decision of Council is a better instrument. Generally, this will be guided on the frequency of the matter and the consistency of general conditions. If both are low, a decision of Council may be the preferred option.

6.2 Administrative Procedures Development or Review

Procedures address processes and actions aligned with the policy principles. They outline the operational steps required to implement policy.

Procedures will:

- provide clear instructions on the way policy will be implemented.
- step through the actions required to implement policy principles.
- assign responsibilities.
- enable monitoring of policy implementation.

Procedures are developed and reviewed by the relevant officers of Human Resources, Work, Health and Safety or the relevant department.

6.3 Review Frequency

6.3.1 Council Policies

These policies will be reviewed and adopted every three years by Council, unless required more frequently under the legislation.

6.3.2 Administration / Human Resources / Work, Health and Safety Policies

These policies will be reviewed and adopted every three years by the Senior Management Team, unless required more frequently under the legislation.

6.3.3 Procedures

These procedures will be reviewed in line with the relevant Policy and adopted by the Senior Management Team (unless the procedure is a Council Policy)

Earlier review may be initiated by Council or the Chief Executive Officer or delegate.

6.4 Consultation

Input from internal key stakeholders, Council Members, Committee Members and the community can be sought at several stages of development or review and will depend on the nature and significance of the information.

Where there are significant amendments to a Council Policy, Council Members will be given at least 10 working days to make comments prior to the Policy being endorsed at a Council meeting.

Council Members may also be consulted in a Briefing or Information Session, on new or significantly reviewed policies.

6.5 Policy Register

The Governance and Policy Officer or delegate will ensure the Policy Register is maintained and the appropriate policies are accessible to the public.

6.6 Policy Approval

6.6.1 Council

Council will adopted Council Policies that detail Council's position and accepted role in relation to goods, services and activities provided to or by the Council,

6.6.2 Audit Committee

The Audit Committee review and make recommendations to Council on the Financial Management and Internal Control Policies.

6.6.3 Administrative / Human Resources / Work, Health and Safety Policies and Procedures (including Standard Operating Procedures)

These policies are subject to a separate administrative review and approval process to Council's policies and must be approved by the Senior Management Team after development or review by the relevant officers of the Human Resources, Work, Health and Safety or relevant Department.

7. Risk Management

This Policy assists Council to meet its legislative obligations and to ensure that appropriate policies, practices and procedures are implemented and maintained.

8. Implementation/Delegations

The Chief Executive Officer has the authority to implement this Policy.

9. Related Documents

Risk Management Policy and Procedures
Records Management Policy

10. Availability of Policy

This policy is available on Council's website at www.victor.sa.gov.au.