

POLICY



C014 Policy Framework

1 Purpose

To ensure that all Hindmarsh Shire Council (**Council**) policies are necessary, current, relevant, useful and compliant with current legislation, by providing a framework for their design, approval, implementation, monitoring and review.

2 Scope

This Policy Framework applies to all Hindmarsh Shire Council Policies. These policies incorporate:

- Mandatory policies required under legislation or regulations;
- Policies required to articulate a matter of public policy, statement or strategic direction of Council for decision-making purposes on matters affecting the wider community; Policies that establish the required behaviours, conduct, safety and wellbeing of Councillors, volunteers and staff; and
- Policies required to give direction to the operational areas of Council in the delivery of services and corporate administration.

3 Definitions

Operational Policies are policies that focus on the internal administration of Council and do not have any direct or significant impact on the public. These policies are approved by the CEO or Executive Management Team. It is not necessary for Operational Policies to be formally adopted by Council, unless they have material consequence for Council's budget.

Council Policies are policies generated by Council's strategic direction which have attributes that directly impact on the public. These policies are adopted by resolution of Council.

Document Master List a listing of all Council policies, procedures, frameworks, plan, forms, templates, guidelines and other such related documents which is stored centrally on Council's electronic records management system.

Frameworks are documents that set out the broad principles required to guide Council plans, policies and procedures.

Policy is a document that regulates, directs and controls actions and conduct. Policies give effect relevant Council principles, values, goals and strategies and help improve overall risk exposure. Policies can range from broad philosophies to specific rules but they do not contain procedural content.

Policy Owner means the position/department/unit with overarching responsibility for the policy. The Policy Owner must ensure that the policy is relevant and implemented, maintained, reviewed and approved.

Principles are the fundamental norms, rules or values that govern the policy.

Procedure is a document that tells users how to, and who will, implement the policy. Procedures are specific, factual, succinct and to the point. They do not include detailed descriptions of routine processes, timelines, forms and templates, which may be subject to frequent modification at the user level.

4 Principles

The *Policy Framework Policy* defines the principles for the development of policies that provide direction for Council. Hindmarsh Shire Council will:

- Develop and adopt policy positions that are consistent with the *Local Government Act 2020* and other relevant Acts of Parliament;
- Establish Council Policies that will assist in effective governance of the municipality and Operational Policies that will assist in the effective governance of the organisation.
- Require all current Council and Operational Policies to be reviewed and updated periodically, as a minimum every four years;
- Formally revoke stand-alone policies that have been reviewed and are no longer deemed relevant or have been incorporated into other strategies of policies adopted by Council (Council Policies) or the Chief Executive Officer (Operational Policies);
- Require adopted Council Policies to be publicly available on Council's website;
- Assign responsibility and accountability to all policies to ensure due diligence;
- Prepare all policies and procedures with consistent and appropriate formatting, ensuring all administrative policy requirements are met;
- All policies will be developed in consultation with relevant key stakeholders, with reference to Council's Community Engagement Policy and Enterprise Bargaining Agreement, where appropriate and necessary.
- Policies may stand alone or be connected with, or derived from, other policies, legislation, regulations or local law.
- Council will comply with mandated legislative and judicial requirements such as those relating to:
 - The Australian Constitution;
 - Relevant Commonwealth and State Acts of Parliament including the *Local Government Act 1989* and the *Local Government Act 2020*;
 - Human Rights legislation;
 - Equal Opportunity, Access and Inclusion and Gender Equality legislation.

- Once a policy has been adopted, the Manager Governance and Human Services will upload a copy to Council's electronic records management system and communicate it in the appropriate way.

5 Supporting documents

Council Documents
Policy Development, Implementation, Review and Approval Procedure Policy Template Procedure Template Community Engagement Policy
Legislation
<i>Local Government Act 2020</i> <i>Local Government Act 1989</i> <i>Gender Equality Act 2020</i> <i>Charter of Human Rights and Responsibilities Act 2006</i>

6 Document Control

Policy Framework		Policy Category	COUNCIL
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