Policy Management

Council Policy Number	**156**
Date adopted	18 August 2021
Scheduled for review	August 2025

1.   Preamble

This Policy Management Policy (the 'Policy') implements Campaspe Shire Council's ('Council') process for the preparation of new policies and review of existing policies.

2.   Purpose

The Policy outlines the steps and actions to be taken in the development of policies to ensure consistency, clarity, transparency and accountability of council's decision-making processes and in the delivery of services. The procedure is outlined in the Attachment - Policy Management Flowchart.

The objectives of the Policy are to:

- Create a common, consistent and timely process for the development, adoption and review of policies.

- Establish a common standard for the development of policies including the collection of adequate information to support implementation and review.

- Establish controls for the management and retention of Council's policies within Council's electronic document management system ('EDMS').

3.   Definitions

Administrative Updates	If an update to a policy does not materially alter it, such a change may be made administratively and approved by the CEO. Examples include a change to the name of a Council department, a Federal or State Government department, or a minor update to legislation which does not have a material impact. However, any change or update which materially alters a policy must be approved by EMG or by resolution of Council depending on the policy type.
Guidelines	Set parameters geared to implementing policy or complying with the law within which procedural choices may be made. Guidelines: • Are advisory steps • Must be supportive of laws and corporate policies • Respond to Council policy and/or laws in a way that reflects Council principles • Are a way of enhancing efficiency (best-practice and continuous improvement) and alignment (consistency)
Policy	Is a statement of Council's philosophical position on a specific issue. It is a high-level commitment to guide present and future decisions in relation to specific issues, or principles of acceptable behaviour and action. Policies provide the overall framework in which council operates and inform decision making.
Procedures	Set parameters to define the specific rules, steps or actions required to apply or implement a Council or Administrative Policy. Procedures will define management directives or rules, inputs, responsibilities, tasks to be completed, outputs and other elements necessary for the understanding and performance of a process.

Procedures:

- Are mandatory steps (processes, templates etc.)
- Must be supportive of laws and corporate policies
- Respond to Council Policy and/or laws in a way that reflects Council principles
- Is a way of ensuring uniformity to behaviour across the organisation
- Ensures consistency and continuity of services

4. Policy Statement

4.1. Types of policies developed by Council

Type	Approval	Comment
Council	Council	Policies adopted through resolution of Council. Council policies provide guidance and direction to the administration on the delivery of services to the community. Some Council policies are required by legislation. Common Council policy groupings can include: ▪ Council ▪ Economic Development, Tourism and Events ▪ Financial ▪ Local Laws ▪ Nature strip and Trees ▪ Recreation ▪ Roads and Footpaths ▪ Waste and Environment
Administrative	Chief Executive Officer or Executive Management Group	Policies introduced by the Chief Executive Officer ('CEO') and/or approved by the Executive Management Group ('EMG') that support the work of the CEO providing guidance and direction to Council officers. Common Administrative policy groupings can include: ▪ Administrative/Financial ▪ Human Resource ▪ Workplace Health & Safety ▪ Risk Management ▪ Asset Management ▪ Information Technology ▪ Corporate Information and Knowledge ▪ Customer Service

Policies may be supported by guidelines, codes and procedures which direct organisational action.

Guidance for developing or reviewing Council and Administrative Policies is outlined in the procedure Attachment - Policy Management Flowchart and general operating procedures.

Whilst review schedules are set for both Council and Administrative Policies Council may at any time elect to review a Council Policy.

5. Exclusions

Nil.

6. Human Rights

This policy has considered and complies with the Human Rights and Responsibilities contained in the Victorian Charter of *Human Rights and Responsibilities Act 2006*.

7.   Related Legislation

Local Government Act 2020

8.   Related Policies, Procedures and Strategies

Campaspe Shire Council Governance Rules

Risk Management Framework – Appendix 3 – Risk Management Procedure

9.   Attachments

Policy Management Flowchart

10.   Review Period   Responsible officer

Four years   Manager Governance and Strategy

11.   Administrative Updates

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter the policy, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be approved by EMG.

12.   Approval History

Adopted   20 November 2018   Minutes Book Reference No 4275 (Item 7.2)
Revised   18 August 2021   Minutes Book Reference No 6 (Item 9.1)
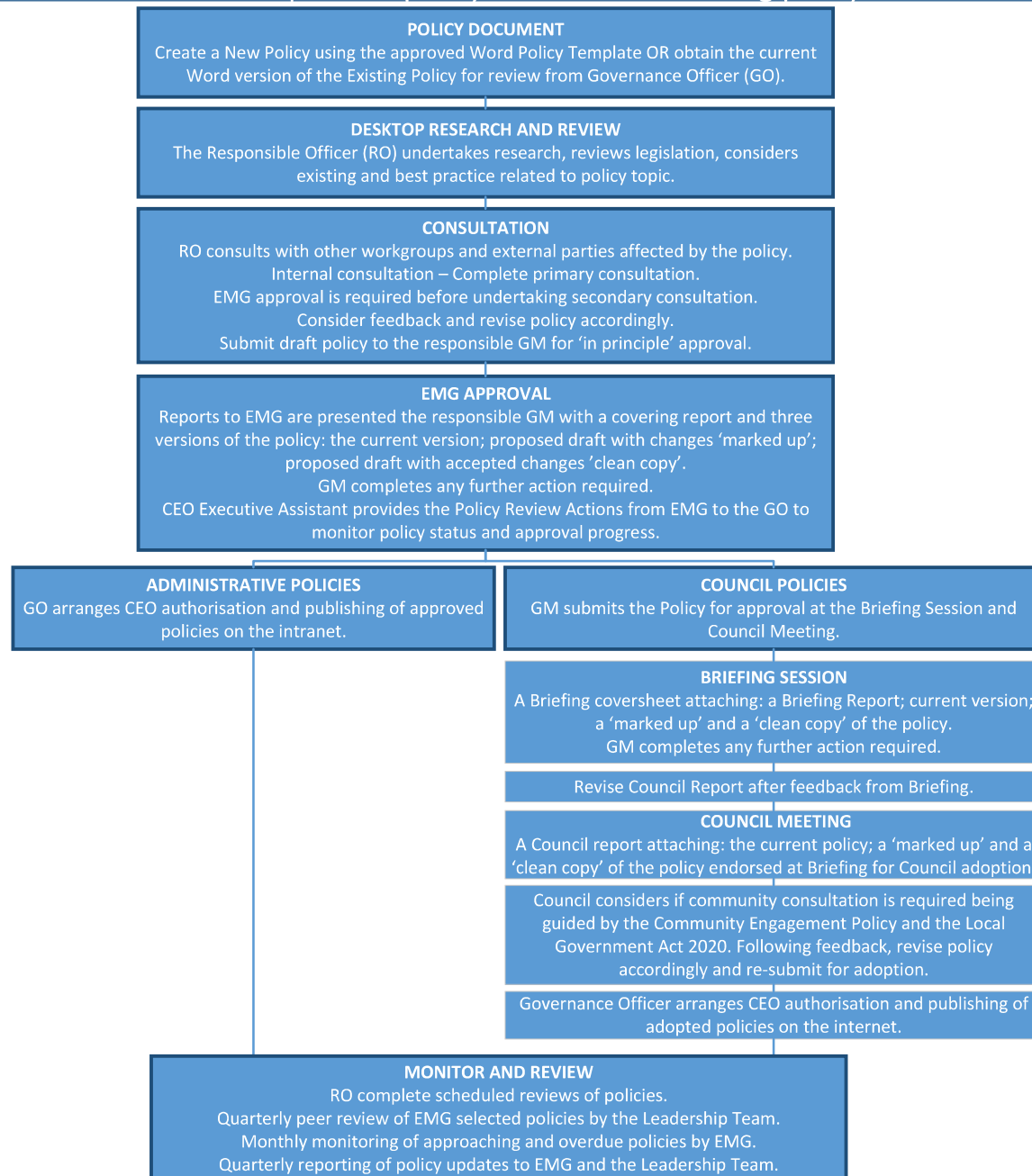
Chief Executive Officer:

Date: 23 August 2021

Policy Management Flowchart

Develop a new policy or review an existing policy

POLICY DOCUMENT
Create a New Policy using the approved Word Policy Template OR obtain the current Word version of the Existing Policy for review from Governance Officer (GO).

DESKTOP RESEARCH AND REVIEW
The Responsible Officer (RO) undertakes research, reviews legislation, considers existing and best practice related to policy topic.

CONSULTATION
RO consults with other workgroups and external parties affected by the policy.
Internal consultation – Complete primary consultation.
EMG approval is required before undertaking secondary consultation.
Consider feedback and revise policy accordingly.
Submit draft policy to the responsible GM for 'in principle' approval.

EMG APPROVAL
Reports to EMG are presented the responsible GM with a covering report and three versions of the policy: the current version; proposed draft with changes 'marked up'; proposed draft with accepted changes 'clean copy'.
GM completes any further action required.
CEO Executive Assistant provides the Policy Review Actions from EMG to the GO to monitor policy status and approval progress.

ADMINISTRATIVE POLICIES
GO arranges CEO authorisation and publishing of approved policies on the intranet.

COUNCIL POLICIES
GM submits the Policy for approval at the Briefing Session and Council Meeting.

BRIEFING SESSION
A Briefing coversheet attaching: a Briefing Report; current version; a 'marked up' and a 'clean copy' of the policy.
GM completes any further action required.

Revise Council Report after feedback from Briefing.

COUNCIL MEETING
A Council report attaching: the current policy; a 'marked up' and a 'clean copy' of the policy endorsed at Briefing for Council adoption.

Council considers if community consultation is required being guided by the Community Engagement Policy and the Local Government Act 2020. Following feedback, revise policy accordingly and re-submit for adoption.

Governance Officer arranges CEO authorisation and publishing of adopted policies on the internet.

MONITOR AND REVIEW
RO complete scheduled reviews of policies.
Quarterly peer review of EMG selected policies by the Leadership Team.
Monthly monitoring of approaching and overdue policies by EMG.
Quarterly reporting of policy updates to EMG and the Leadership Team.

Reference

Common standard and consistent format using templates for Council and Administrative Policies

Communication and Writing Guidelines
Apply consistent reference to Council, titles, legislative references etc

Risk assess the impact of policy and set review term pursuant to Campaspe Shire Council Governance Rules

Primary consultation: Undertaken on policies that may have an impact on a particular Division(s) of Council.
Secondary Consultation: Relates to policies where there are committees whose charter includes the review of relevant policies.
Staff Consultative Committee – human resource policies
OH&S Committee – OH&S policies
Audit and Risk Committee – internal control policies

Administrative Update: is a minor update to a Council Policy that does not materially alter the policy and may be made administratively (by EMG not resolution of Council)

Submit Briefing Report on template to Agenda for the next session

Submit Council Report on template to Agenda for the next meeting pursuant to *Local Government Act 2020*
Part 2 requirements

Community consultation pursuant to Council's Community Engagement Policy and the *Local Government Act 2020*
Section 55 (2)(d)