

Policy Management



1. 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 in the delivery of services.

2. Scope

This policy applies to the Councillors and employees (including full time, part time, casual employees, agency staff and students). The policy is also applied in the management of contractors, volunteer groups, and consultants of Campaspe Shire Council.

3. Policy Statement

3.1. Types of policies developed by Council

Type	Approval	Comment
Council	Council	<p>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.</p> <p>Common Council policy groupings can include:</p> <ul style="list-style-type: none"> ▪ Council ▪ Economic Development, Tourism and Events ▪ Financial ▪ Local Laws ▪ Nature strip and Trees ▪ Recreation ▪ Roads and Footpaths ▪ Waste and Environment
Administrative	<p>Chief Executive Officer</p> <p>or</p> <p>Executive Leadership Team</p>	<p>Policies introduced by the Chief Executive Officer ('CEO') and/or approved by the Executive Leadership Team ('ELT') that support the work of the CEO providing guidance and direction to Council officers.</p> <p>Common Administrative policy groupings can include:</p> <ul style="list-style-type: none"> ▪ Administrative/Financial ▪ Human Resource ▪ Workplace Health & Safety ▪ Risk Management ▪ Asset Management ▪ Information Technology ▪ Corporate Information and Knowledge ▪ Customer Service ▪ Contracts and Procurement

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.

4. Principles

The principles supporting this policy are:

1. Create a common, consistent and timely process for the development, adoption, review and revocation of policies.
2. Establish a common standard for the development of policies including the collection of adequate information to support implementation and review.
3. Establish controls for the management and retention of Council's policies within Council's electronic document management system ('EDMS').

5. Definitions

Terms and definitions used in this policy include:

Term	Details
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 the Executive Leadership Team 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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.

6. Acknowledgements

6.1. Traditional Owners

The Shire of Campaspe is the traditional lands of the Dja Dja Wurrung, Taungurung and Yorta Yorta Peoples. We respect and acknowledge their unique Aboriginal cultural heritage and pay our respect to

their ancestors, descendants and emerging leaders as the Traditional Owners of this country. We acknowledge their living culture and their unique role in the life of this region.

Policy Information

Document Number:	ECM Number when finalised		
Document Type:	Council Policy		
Document Status:	Administrative Review		
Policy Owner (by position):	Manager Governance and Strategy		
Internal Endorsement Required:	ELT		
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Review Date:	20/02/2027		
Related Legislation:	Local Government Act 2020 Victorian Charter of Human Rights and Responsibilities Act 2006 Gender Equality Act 2020 Victorian Disability Act 2020		
Related Strategic Documents, Policies, or Procedures	Council Plan 2021-2025 Campaspe Shire Council Governance Rules Risk Management Framework – Appendix 3 – Risk Management Procedure		
Attachments:	<i>Policy Management Flowchart</i>		
Date Rescinded:	Click or tap to enter a date. or Not Applicable <input checked="" type="checkbox"/>		

Approval History: Date:	Reason for review
31/03/2023	Adopted 20 November 2018 Minutes Book Reference No 4275 (Item 7.2)
	Revised 18 August 2021 Minutes Book Reference No 6 (Item 9.1)
	Administrative Approved at ELT 26/6/2024 Review

Currency: Documents are amended from time to time; therefore, you should not rely on a printed copy being the current version. Please consult the Campaspe Shire Council website to ensure that the version you are using is up to date. This document is available in alternative formats (e.g. larger font) if requested.

Policy Management Flowchart

Develop a new policy, review an existing policy or revoke a 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 /revocation from the Governance Team (governancesupport@campaspe.vic.gov.au).

DESKTOP RESEARCH AND REVIEW

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

ENGAGEMENT

RO consults with workgroups and external parties affected by the policy. Internal engagement – complete primary engagement. ELT approval is required before undertaking secondary engagement. Consider feedback and revise policy accordingly. Submit draft policy or a report evidencing support for Policy revocation to the responsible Director for 'in principle' approval.

ELT APPROVAL

Reports to ELT are presented via Doc Assembler and must include 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'. Where applicable, a report providing evidence why a Policy should be revoked must also be presented. CEO Executive Assistant provides the Policy Review Actions from ELT to the RO and governancesupport@campaspe.vic.gov.au to monitor policy status and approval progress.

ADMINISTRATIVE POLICIES

governancesupport@campaspe.vic.gov.au arranges CEO authorisation and publishing of approved policies on the intranet.

COUNCIL POLICIES

Policy is submitted via Doc Assembler for approval or revocation at the briefing session and Council meeting.

BRIEFING SESSION

RO report via Doc Assembler, including current version; a 'marked up' and a 'clean copy' of the policy. Director provides feedback and action required. If required revise Council report after feedback from briefing.

COUNCIL MEETING

RO report via Doc Assembler 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*. If amendment is required, revise policy and re-submit for adoption.

Governance Team arranges CEO authorisation and publishing of adopted policies on the internet and registers on ECM.

MONITOR AND REVIEW

RO complete scheduled reviews of policies. Quarterly peer review of ELT selected policies by the Leadership Team. Monthly monitoring of approaching and overdue policies by ELT. Quarterly reporting of policy updates to ELT 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 engagement: undertaken on policies that may have an impact on a particular division(s) of Council.
Secondary engagement: 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 ELT not resolution of Council).

Submit briefing report on Doc Assembler template to Agenda for the next session.

Submit Council report on Doc Assembler template to Agenda for the next meeting pursuant to *Local Government Act 2020* – part 2 requirements.

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