



# HUON VALLEY COUNCIL

## **Policy Development and Review Policy & Procedures**

### **GOV-CORP 002**

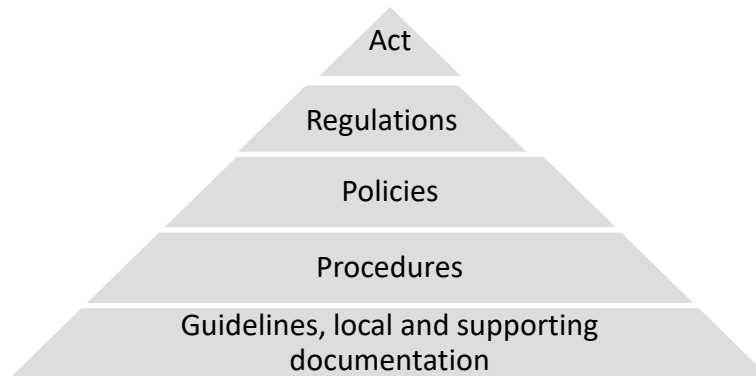
<b>Version Number</b>	<b>Approval Date</b>
<b>1</b>	<b>December 2015</b>
<b>2</b>	<b>December 2019</b>

<b>Authority and Other Information</b>	
<b>Date of approval</b>	<b>December 2015</b> <b>December 2019</b>
<b>Source of approval</b>	<b>Council Resolution 15.040/15*</b> <b>Council Resolution 15.044/19*</b>
<b>Date of commencement</b>	<b>9 December 2015</b>
<b>Source of authority</b>	<b>N/A</b>
<b>Legislative Reference</b>	<b>N/A</b>
<b>Delegations</b>	<b>N/A</b>
<b>Strategic Plan Reference</b>	<b>5</b>
<b>Date of review</b>	<b>A review must be conducted every 4 years.</b>
<b>Previous policies withdrawn or amended</b>	<b>N/A</b>
<b>Department responsible for implementation</b>	<b>Legal and Governance Services</b>
<b>Department responsible for policy</b>	<b>Legal and Governance Services</b>
<b>Publication of policy</b>	<b>A copy of the <i>Policy Development and Review Policy</i> be placed on Council's website and copies be made available for inspection at and free of charge from Customer Service Centre.</b>

# 1. Purpose and Background:

## 1.1 Background

The Huon Valley Council governs its operations through a hierarchy of documents as follows



In undertaking a broad range of roles and functions under legislation the Council is required to adopt and maintain a number of formal policies and procedures. Examples include: Rates and Charges Policy, Privacy Policy, Code relating to Tenders and Contracts, Councilor Expenses Policy.

In addition to these requirements, the Council will also adopt policy or procedure from time to time to provide guidance and consistency in Council decision making and application of the law. This is particularly relevant in the exercise of delegated authority.

The Council has two categories of policy and procedure instruments:

- Governance
- Management

Governance policies and procedures address the Council's broad decision making and accountability processes. Management policies and procedures address the Council's management and administrative processes.

Governance and Management policies and procedures have different approvals processes however these should have broad consistency and form where possible.

These policies and procedures are further categorised depending upon the subject matter being addressed.

## 1.2 Legislative Context

In addition to the examples of policies Council is required by legislation to develop, the Councillors, acting collectively, have a function under section 28(2) of the *Local Government Act 1993* to determine and monitor the application of policies, plans and programs for: the efficient and effective provision of services and facilities; and the efficient and effective management of assets; and the fair and equitable treatment of employees of the council.

## 1.3 Purpose

This Policy provides a broad framework for the consistent development, management and review of Council policy and related procedures.

## 2. Definitions:

**Approval Authority** - A body or position that has authority to approve, amend or revoke a Council policy, procedure or guideline.

**Policy** - A policy is a statement of principle that articulates and aligns with legislative, regulatory or organisational requirements.

**Procedure** - A procedure is a statement that provides information or step-by-step instructions to implement a policy.

## 3. Policy statement:

### 3.1 Purpose

The development and review of Policy and Procedures will be undertaken in a consistent manner compliant with legal obligations and not duplicating legislation and regulations.

### 3.2 Approval

Policy and Procedure must be approved in accordance with authorities established within this Policy.

The Approval Authority shall consider the draft Policy or Procedure:

- Approve as presented
- Approve pending amendment
- Require further consideration and/or amendment or
- Not approve

### **3.3 Approval Authority**

Council is the approval authority for governance Policies and Procedures relating to governance of the Council.

The General Manager is the approval authority for management Policies and Procedures relating to the management of the Council operations.

### **3.4 Guidelines and Supporting Documents**

Any guidelines and supporting documents that are prepared for the purposes of implementing a Policy or Procedure are to be in the form determined by the General Manager and are to be consistent with the Policy or Procedure they relate to.

### **3.5 Policy and Procedure Development and Review**

Policy and Procedure development and review will be undertaken in accordance with the following principles:

#### **3.5.1 Identification of Policy and Procedure Requirements**

The following will be considered for the purposes of identification of the need to develop or review Policy and Procedure:

- Legislative requirements;
- Current (and superseded) policy which needs to be reviewed, updated; and
- Policy which, having received initial approval, requires review; and
- Policy 'gaps', where no current (and/or superseded), or approved policy exist where 'statements of intent' are required.

#### **3.5.2 Drafting (Writing)**

Policy and Procedure must be drafted consistent with:

- The *Local Government Act 1993*
- Commonwealth and State legislation and regulatory requirements
- Council approved strategies, plans and subordinate plans
- Delegations policy and schedules
- Plain English principles where possible without losing technical or legislative context.

#### **3.5.3 Form**

Except where it is impractical to do so to meet legislative requirements, Policy and Procedures must be in a consistent form including:

- A clear title referenced to the subject matter that the Policy or Procedure addressed along with referencing to describe whether it is a Governance or Management Policy or Procedure.

- An Authority and other information table including date of approvals and review, relevant legislative references, and publication requirements.
- Purpose and Background.
- Definitions.
- Policy Statement.
- Application.
- Procedures.

#### 3.5.4 Engagement

Policy stakeholders relevant to the specific policy document under development are to be identified and engagement undertaken where required considering the Council's Engagement Framework.

Engagement will be undertaken with Councillors for Governance Policy prior to presentation at a Council meeting for adoption or review of a Policy or Procedure.

#### 3.5.5 Revision

Draft Policy and Procedure documentation will be revised in response to stakeholder and other contributions, as appropriate.

#### 3.5.6 Publication and Communication

Policy and Procedures will be broadly published to support implementation and compliance.

Governance Policies and Procedures will be published on the Council's website and made available for viewing and free of charge from the Council's Customer Services Centre.

Management Policies are to be made available to employees in a manner considered appropriate by the General Manager.

### **3.6 Policy Review**

All Policy and Procedures must be reviewed as required by legislation, or in the absence of any requirement, at least once every four years following approval. Reviews may also be held at any time should a critical issue arise or as required as result of any legislative change.

## **4. Application:**

This policy applies to the development and review of all Policies and Procedures.

## **5. Procedures:**

The General Manager is to develop and maintain procedures and guidelines considered by the General Manager as necessary to implement this Policy including, but not limited to: the process for development; internal review and implementation; publication and communication; regular review; responsibilities and delegation; quality control; records management; and, system control.