



Name	GOV01 Policy Framework
Policy Type	Administrative Policy
Responsible Officer	Chief Executive Officer
Approval Date	15/10/2015
Review Date	15/10/2016
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## 1 Purpose

This policy provides the framework under which policies are created and maintained at Litchfield Council.

## 2 Principles

Litchfield Council is committed to delivering good governance and transparency in Council operations. Policies developed under this framework are done according to the following principles:

- Policies should be concise, well written and easily understood.
- Policies should provide the parameters under which operations are to take place.
- Having more policies does not always having equal effective policies – wherever possible, similar topics should be addressed within a single policy, thereby streamlining the administration of the policy.

## 3 Definitions

For the purposes of this Policy, the following definitions apply:

Council Policy	A policy requiring adoption by Council which impacts external stakeholders to Council.
Administrative Policy	A policy adopted by the Chief Executive Officer which governs the conduct of Council Officers in the various operations of the organization.

## 4 Policy Statement

### 4.1 The Role of Policies

- 4.1.1 Policies are set by those in authority to approve them, and govern the conduct of those who are subject to this authority.
- 4.1.2 Policies adopted by Council govern the conduct of Council Officers, including the Chief Executive Officer, in the operations of Council. As Council is the authority, Council is able to by resolution vary its own policy. Such policies may not override legislation, and will not have effect where Council does not have authority provided under the Local Government Act.
- 4.1.3 Policies adopted by the Chief Executive Officer govern the conduct and operations of Council Officers, and do not have authority to bind Elected Members. Such policies may not override legislation, and will not have effect where the Chief Executive Officer does not have authority provided either directly or under delegation from Council pursuant to the Local Government Act or other relevant legislation.
- 4.1.4 Policies **empower** or **prohibit**. Where the **process** of an organizational activity is to be specified, this can be documented in subsidiary guidelines and process documents which assist with

compliance to the policy, and can be altered from time to time as the Chief Executive officer or their delegate determines.

#### 4.1 Policy Areas

##### 4.1.1 Council Policies

Where a policy impacts the finances of Council, community members, external service providers, business owners and other stakeholders including Elected Members themselves, a Council resolution adopting the policy is required. These policies are referred to as **Council Policies**.

##### 4.1.2 Administrative Policy

Where a policy impacts human resources or the internal operations of Council, and is of an administrative nature, the approval of the Chief Executive Officer is required. These policies are referred to as **Administrative Policies**.

#### 4.2 Policy Development

4.2.1 The Chief Executive Officer is responsible for implementing an appropriate method for the numbering and classification of policies under this framework. Where minor adjustments to the administrative classification of policies is necessary and there are no material changes to the policy itself, the Chief Executive Officer is delegated the authority to make these adjustments.

4.2.2 All policies developed under this framework are to be reviewed annually, unless differing requirements for their periodic review are set through legislation.

4.2.3 All Litchfield Council policies developed under this framework are to be made available to the public via Council's website and in Council offices.

## 5 Associated Documents

Litchfield Council Policies.

## 6 References and Related Legislation

Northern Territory Local Government Act