



Name	GOV01 Policy Framework
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	15/11/2017
Review Date	14/11/2021

1. Purpose

This policy provides the framework under which policies are created and maintained at Litchfield Council. It contributes to the consistency, clarity, transparency and accountability of Councils decision making processes and service delivery.

2. Scope

This policy applies to all Council and Administrative Policies and Procedures developed and reviewed, which in turn relate to all Litchfield Council councillors and employees.

3. Definitions

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

Council Policy	<p>A policy requiring adoption by Council which;</p> <ul style="list-style-type: none"> • is mandatory by legislation • impacts external stakeholders to Council • impacts finances of Council • impact Elected Members themselves, or • provides strategic guidance or direction consistent with councils Strategic and Municipal plans.
Administrative Policy	<p>A policy adopted by the Chief Executive Officer which governs the conduct of Council Officers in the various internal operations of the organisation including but not limited to;</p> <ul style="list-style-type: none"> • human resources • information technology • records management or • workplace health and safety.

<p>Procedure</p>	<p>A procedure defines the actions required to apply or implement a policy. It outlines who will do what, the steps they need to take and the forms or documents they need to use.</p> <p>A procedure may just be a few bullet points or instructions. Sometimes they can be forms, checklists or flowcharts.</p>
<p>Guidelines</p>	<p>Guidelines are advisory in nature and provide additional information beyond a policy or procedure that are specific to staff operating in a special circumstance, situation or location.</p> <p>Guidelines are appropriate where a degree of flexibility is required to ensure the efficient and effective operation of a particular work area.</p>
<p>Intranet / Document Management System</p>	<p>The technological system used at any one time for retaining current and archived documents for use by staff and Elected Members.</p>

4. Policy Statement

4.1. 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:

- 4.1.1. Policies are developed within a holistic and hierarchical policy and procedural framework which logically accommodates all of Council’s polices and underlying procedures to guide effective decision-making and service delivery.
- 4.1.2. A policy framework will create a common, consistent and timely process for the development and endorsement of policy and procedures which promotes alignment with the Council’s values.
- 4.1.3. A policy framework will establish a common standard for the development of policy and procedure including the collection of adequate information to support implementation and review.
- 4.1.4. A policy framework will establish controls for the management and retention of the Council’s policies within the Council’s electronic document management system.
- 4.1.5. A policy framework will establish a common standard for policy documents to ensure adequate information is collected to assist implementation and review through the Council’s electronic document management system (EDMS).

4.2. The Role of Policies

- 4.2.1. Policies are set by those in authority to approve them, and govern the conduct of those who are subject to this authority.
- 4.2.2. 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.
- 4.2.3. 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.
- 4.2.4. Policies **empower** or **prohibit**. Where the **process** of an organisational 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.

4.3. Policy Areas

- 4.3.1. Council Policies are approved by Council resolution adopting the policy.
- 4.3.2. Administrative Policy are approved by the Chief Executive Officer.
- 4.3.3. It is acknowledged that some policies whilst administrative in nature also fall within the ambit of Council. In these cases, Council adoption will prevail.

4.4. Policy Development and Adoption

- 4.4.1. 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.
- 4.4.2. All Council Policies developed under this framework are to be made available to the public via Council's website and in Council offices.
- 4.4.3. All policies are to be developed using the policy template located in the Document Management System and written in plain, concise English.
- 4.4.4. All technical terms used in the policy are to be defined in the Definitions section of the policy.
- 4.4.5. All new and amended policies are to be classified as either a Council Policy or an Administrative Policy.
- 4.4.6. When developing policy, staff are expected to engage appropriately with relevant stakeholders.
- 4.4.7. All new or amended Council Policies are to go before Council for adoption. If required by legislation, or if a policy will have a significant and direct impact on the community, the adoption process will include a public exhibition phase. This phase will include placing an

advertisement in the local paper; making the draft Council Policy available on Council’s website and at Council’s office; collating and reporting to Council on any public submissions made, and, final adoption by resolution of Council.

4.4.8. All new or amended Administrative Policies are to be endorsed by the relevant Committee and / or Executive Management Team prior to being approved by the Chief Executive Officer.

4.4.9. The CEO shall sign and date all new and reviewed Administrative policies and forward to the Governance and Risk Advisor for inclusion in the policy register. Once signed this becomes the current version of the policy.

4.5. Policy Review

4.5.1. As a minimum, policies are to be reviewed every four years to ensure they remain relevant.

4.5.2. If there is a change in legislation that then requires an amendment to the relevant policy, this must be undertaken as soon as possible.

4.5.3. The Governance and Risk Advisor will coordinate the annual policy review timetable and contact appropriate officers.

4.5.4. At times, minor amendments to policies may be required due to changes to formatting or organisational structure changes. This does not include changes to content. These can be authorised by the Executive Management Team for Council policies.

Approval and Review Summary

Policy Type	Description	Consultation	Approval	Review
Council	Relates to Council’s intent regarding a service, functions or activities that have an external / community focus	Key external stakeholders Public exhibition where required	Recommended by the Executive Management Team Approved by Council	Term of the Council, unless otherwise stated
Administrative	Relates to an operational issue, focusing on internal functions and activities and intended for use within the organisation	Relevant staff	Endorsed by the Executive Management Team Approved by the Chief Executive Officer	Every 3 years unless prompted by a legislative change or new compliance requirement

4.6. Rescinding Policies

- 4.6.1. A Council Policy can only be rescinded by resolution of Council.
- 4.6.2. An Administrative Policy can only be rescinded by the Chief Executive Officer.
- 4.6.3. If a policy is to be rescinded, a report must be presented to the Executive Management Team outlining the reasons for this recommendation.
- 4.6.4. Once approved, the policy must be removed from where it may be publicly or internally viewed and the Policy Register updated.

4.7. Responsibilities

Governance and Risk Advisor	<ul style="list-style-type: none"> • Maintain a current Council Policies Library on Council’s website. • Maintain a current Administrative Policies Library on Council’s intranet / document management system. • Maintain an accurate and up-to-date Policy Register. • Notify responsible officers of policies requiring review. • Maintain an archive of all previous versions and rescinded policies.
Managers	<ul style="list-style-type: none"> • Develop, maintain and review relevant policies as required. • Prepare Council Reports relating to adopting or rescinding a Council Policy. • Organise consulting the public and the public exhibition of policies where required. • Ensure the policy is implemented. • Ensure relevant staff are aware of the policy. Where required, retain signatory evidence that the policy has been read and understood.

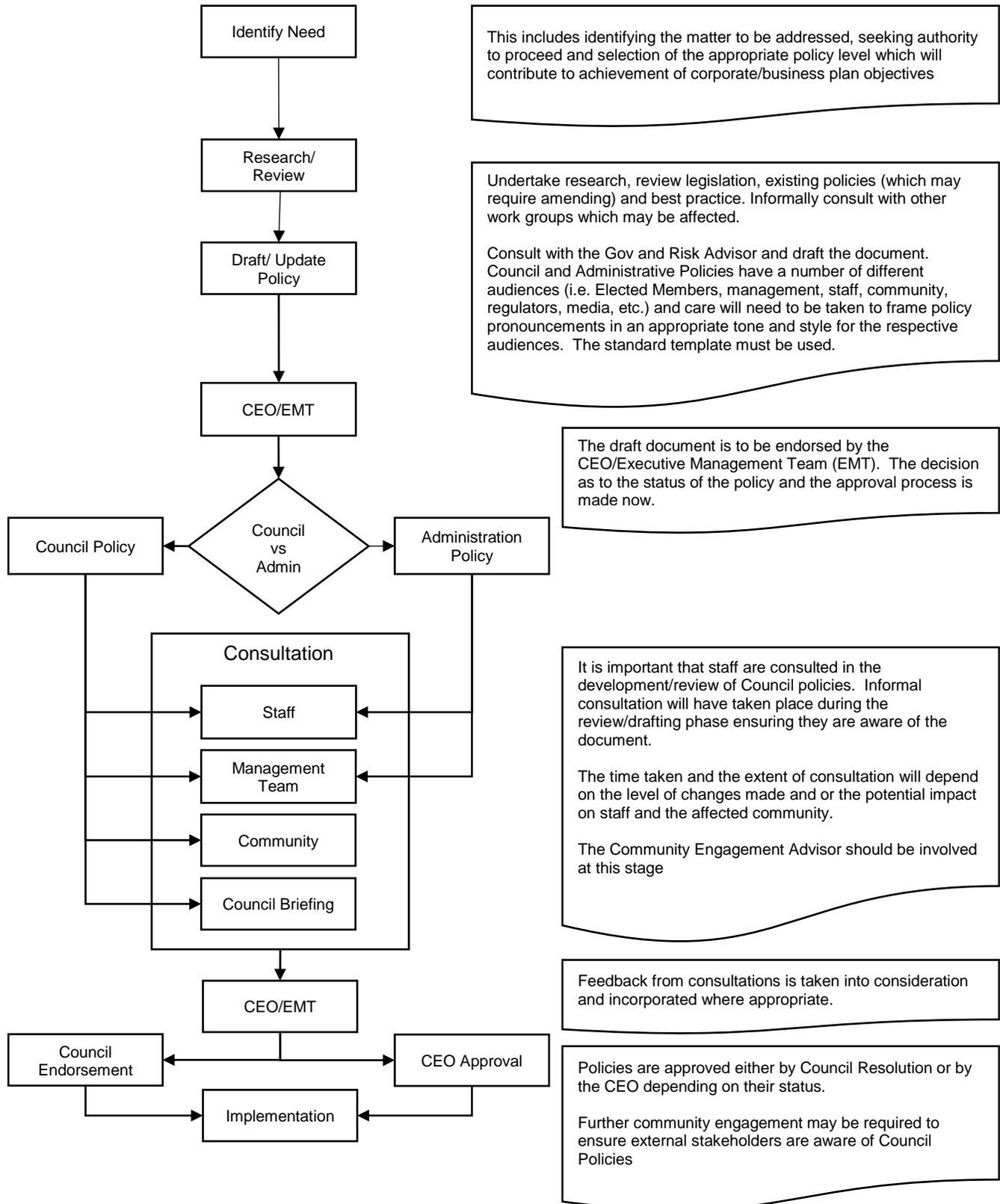
4.8. Classifying Policies

In order to make managing policies, procedures and guidelines in the Policy Register, documents will be given a classifying code and number. The number or next available number to be given to your document, and further advice regarding classifying a document is to be obtained from the Governance and Risk Advisor.

The following table is provided for guidance:

Type of Document	Work Area	Classifier
Policy	Community	COM
	Corporate	COR
	Finance	FIN
	Governance	GOV
	Human Resources	HR
	Infrastructure	INF
	Planning	PLN
	Regulatory	REG
	Thorak Regional Cemetery	CEM
	Work, Health & Safety	WHS
Procedures/Guidelines	Asset Management	AMp
	Community	COMp
	Environment	ENVp
	Finance	FINp
	Governance	GOVp
	Human Resources	HRp
	Infrastructure	INFp
	Mobile Work Force	MWFp
	Planning	PLNp
	Regulatory	REGp
	Thorak Regional Cemetery	CEMp
	Waste Management	WMp
	Work, Health & Safety	WHSp

Policy Development, Review and Adoption Flowchart



5. Associated Documents

Litchfield Council Policies

Policy Template

Procedure Template

6. References and Legislation

Northern Territory Local Government Act

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
25/06/2008	LC01 Amended policy – Decision PA08/AP/002
01/10/2009	LC01 Amended Policy – Decision PA09/PR/001
11/10/2012	LC01 Amended Policy – Decision PA12/PR/003
15/10/2015	GOV01 Amended Policy – Change of name
16/11/2016	GOV01 amended policy – Decision 16/0249
15/11/2017	Amended policy – Decision 1718/099