

Trim Container	FOL/17/1659
First Issued / Approved:	11/07/2017
Last Reviewed:	11/07/2017
	C110717/846
Next Review:	30/06/2019

1. PREAMBLE

1.1 Background

A consistent approach to the development of Council’s Policies, Procedures and management documents provides the community with confidence in the Council’s decision making processes and corporate governance. Internal policies and procedures translate Council’s policy into to clear directions for the conduct of all Council business dealings and service delivery.

1.2 Purpose

This policy contributes to the consistency, clarity, transparency and accountability of the Council’s decision making processes and the delivery of good public administration. This policy establishes parameters for the Council’s policy and procedure development and document management.

1.3 Scope

The Policy applies to all Council Policies, Corporate Policies, Procedures and Guidelines.

1.4 Definitions

Framework –Documents the relationship between various planning, management and operation activities conducted by the Council. A framework describes the scope of activities, priorities and structures that progress achievement of the Council’s Vision, compliance with legislative requirements, and good business practice.

Policy – Is a high level commitment which guides present and future decisions and outlines principals of acceptable behaviour. Policies provide guidance, direction and boundaries to the activities carried out by the Council and give effect to legislative and administrative delegations, authorities and codes.

Legislative Plans – Plans developed as a requirement of legislation administered by the Council. Such plans provide specific direction and commitments endorsed by Council.

Strategic Management Plan – Plans developed under Section 122 of the Local Government Act and endorsed by resolution of Council..

1.5 Strategic Reference

Culture: Supporting excellent, efficient operations

Culture: Providing customer-centred services

Culture: Enabling high performance

2. PRINCIPLES

2.1 Council Policy

2.1.1 Council policies made under Chapter 2 of the *Local Government Act 1999*

2.1.2 The City of Holdfast Bay will develop and maintain policies that clearly communicate to the community the Council's position and direction on issues relating to its service delivery and operations. Council policies establish the scope, boundaries, service levels and rules that apply to Council's operations.

2.1.3 The City of Holdfast Bay is committed to complying with its legislative responsibilities. A policy that duplicates legislative requirements will not be developed, unless stipulated by the relevant legislation.

2.1.4 The City of Holdfast Bay's Strategic Plan and legislative plans form Council's commitment to the community to provide sustainable financial, asset, social, and environmental outcomes. The principals, objectives and service levels contained in these plans shall be deemed as Council policy.

2.1.5 The City of Holdfast Bay recognises that the community should be able to rely on the commitments contained in all its policy documents. Policies and their associated procedures shall not commit Council to service levels which are beyond its capacity to reasonably deliver.

2.2 Internal Policy

2.2.1 Internal policies and procedures are created by the Chief Executive Officer for the good governance of the organisation, under Section 99 of the Local Government Act.

2.2.2 The Chief Executive Officer oversees the Corporate Governance of the organisation, ensuring internal policies, procedures, and guidelines are developed to provide efficient, effective and ethical delivery of Council's objectives.

2.2.3 The Chief Executive Officer may require the development of such procedures, guidelines and processes to give effect to Council and Internal Policy directions.

2.3 Document Management

- 2.3.1 The City of Holdfast Bay will develop and maintain a document management procedure that will ensure that policies concisely communicate the Council's or Chief Executive Officer's intent, are consistent, current, accessible, and regularly reviewed.
- 2.3.2 The City of Holdfast Bay shall maintain a document control system that schedules the review of all Council and Internal policies and procedures.. Policies may be reviewed outside of their scheduled date:
 - i. When there is a change in the legislative, business, or community environment.
 - ii. At the direction of the Council or Chief Executive Officer.
- 2.3.3 The document control system will:
 - i. Allocate a responsible officer for each Policy who shall coordinate any review of that Policy,
 - ii. Establish an escalation process to ensure the timely completion of any reviews
 - iii. Ensure that an appropriate history is contained in our records management system
 - iv. Record the dates of all consultation, endorsement and publishing.
 - v. Establish an audit trail to facilitate any internal or external audit.
- 2.3.4 All current Council Policies, procedures, guidelines and forms will be published on the Council's website.
- 2.3.5 All current Internal Policies, procedures, guidelines and forms will be published on Council's intranet, and mapped so as to be accessible on a mobile electronic environment.

2.4 Prescribed Document Management Systems

- 2.4.1 The City of Holdfast Bay recognises that some document systems have specified requirements prescribed by legislation including: Work Health Safety; Financial Accounting Practices; and Alwyndor Aged Care Services.
- 2.4.2 While these prescribed systems may have specific terminology and documentation requirements, such managements systems shall:
 - i. Show a direct link to a Council or internal policy that establishes the need for the management system; and/or
 - ii. Have a document management procedure that addresses the structure, document control, responsibilities and scope of

documents and registers relevant to that management system.

2.5 Key Document Registers

2.5.1 To facilitate good corporate governance, the City of Holdfast Bay will maintain registers of key documents. These registers must include, but are not limited to:

- i. Contracts Register
- ii. Tenancy Schedule (Leases)
- iii. Charges, deeds and guarantees

2.5.3 The Chief Executive Officer will ensure that these registers are maintained by a nominated officer.

3 REFERENCES

3.1 Legislation

Local Government Act 1999

3.2 Other References

- *Our Place Community Plan*
- *Asset management Plans*
- *Long Term Financial Plan*
- *Document Management Procedure*
- *Annual Business Plan and Budget*