

COUNCIL POLICY

Reference Number	676268
Responsible Business Unit	Office of the CEO
Responsible Officer	Chief Executive Officer
Legislation	Local Government 1888
Relevant Delegations	Chief Executive Officer
Related Policies Management Guidelines Frameworks	Good Public Administration Framework Risk Management Framework Policy Framework
Link to Strategic Plan	Objective 5.3 Responsive
Council resolution	217.8
Date Adopted	10 December 2018
Review Date	Every Council term
Previous Revisions	9/12/13 – 290.4 10/3/09 -769.1.5 (G7) 22/1/07 – 44.1.10

POLICY STATEMENT

- Documents identified in Council's Policy Structure are developed in order to provide parameters and guidelines for the achievement of the Council's strategic and operational directions, ensure statutory compliance and give consideration to best practice and quality requirements.

OBJECTIVES

Policy documentation provides for:

- Creating a common, consistent and timely process for the development and endorsement of documents within Council's policy structure which promotes alignment with the Council's values.
- Establishing a common standard for the development of policy and other documents including the collection of adequate information to support implementation and review.
- Establishing controls for the management and retention of Council's policies, and other documents within the Council's electronic document management system.
- Establishing a common standard for policy documents and consideration to the same objectives for other documents to ensure adequate information is collected to assist implementation and review through Council's electronic document

SCOPE

The policy applies to all policy documentation developed and reviewed for the Rural City of Murray Bridge, with the exception of Planning Policy which becomes part of the Development Plan, Work Health and Safety One System Policies and documents linked with the Lerwin Quality Management System.

This policy also extends to Government funded community service programs that the Council auspices or manages

IMPLEMENTATION

Document Type	Approver	Timeline
Strategic Plan – as defined within the <i>Local Government Act 1999</i> <ul style="list-style-type: none"> Strategic Management Plan Long Term Financial Plan Asset & Infrastructure Management Plan Strategic Directions report, S30 Development Plan 	Council CEO/ELT	As set by Legislation – within a Council term
Framework - overarching; guiding principles; concept; structure	Council CEO/ELT	At least every 4 years – within a Council term
Policy – statement of intent, defined values, course of action set by Council and/or Chief Executive Officer <ul style="list-style-type: none"> External/Legislative – mandatory policies or codes of practice required by Legislation, statute or created by a resolution of Council 	Council CEO/ELT	At least every 4 years – within a Council term
Policy – statement of intent, defined values, course of action set by Council and/or Chief Executive Officer <ul style="list-style-type: none"> Internal/Administrative – support work of the administration created by the Chief Executive Officer 	CEO ELT Leadership	At least every 4 years – within a Council term
Policy – statement of intent, defined values, course of action set by Council and/or Chief Executive Officer <ul style="list-style-type: none"> Lerwin Quality Management Documents – based on the quality management system implemented at Lerwin 	Manager Lerwin	As required by Legislation
Policy – statement of intent, defined values, course of action set by Council and/or Chief Executive Officer <ul style="list-style-type: none"> WHS – One System documentation 	WHS Committee CEO	As required by Legislation
Charter – public declaration that outlines the level of service/commitment	Council CEO/ELT	As set by Legislation – within a Council term
Plan/Strategy – detailed proposal, plan of action, master plan	Council CEO/ELT	As set by Legislation – within a Council term

Guideline/Toolkit – outlines the practice, systems and course of action to be taken to implement the policy.	CEO ELT Leadership	At least every 4 years – within a Council term
Information Sheet – developed from Guideline/Toolkit for public	CEO ELT Leadership	At least every 4 years – within a Council term