

	POLICY TITLE:	POLICY FRAMEWORK
	POLICY NUMBER:	P01
	CATEGORY:	COUNCIL POLICY
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE:

To provide guidance for the development, classification and categorisation of policy documents for Wagait Shire Council.

To ensure Wagait Shire Council Policies are consistently formatted and written in a clear and concise manner.

2. SCOPE:

The Policy Framework applies to all Wagait Shire Council members, council committee members and workers.

3. DEFINITIONS:

Provides definitions (often sourced from relevant Acts, Regulations and guidelines) for terms relevant to the particular policy.

4. POLICY:

Policies are developed in order to provide boundaries, guidelines and consistency for the achievement of Wagait Shire Council's Council's strategic and operational goals. They take into consideration legal requirements, best practice and quality standards.

The Policy Framework aims to support the development of policy documents which are

- written in clear language
- have clearly defined objectives
- are consistent with legislative requirements
- are consistent with applicable standards and guidelines
- have a standardised layout.

Policy Content:

The title block of the policy shall include:

- Policy Title
- Policy Number
- Policy Category

- Details of responsible officer.

The body of the policy shall include:

1. Purpose
2. Scope
3. Definitions
4. Policy
5. Associated documents
6. References and legislation
7. Review history

Policy Drafting:

- Draft policies may be circulated to councillors and workers for comment.
- All Policies will be tabled at Audit Committee meetings for review and comment.
- The Audit Committee may choose to recommend to council that the policy be adopted (with or without amendments).

Policy Approval:

- All new or updated policies must be presented to council for approval.
- Council may approve policies with or without amendments.

Policy Review:

During the policy drafting stage, consideration will be given as appropriate timelines for review of the policy. A review schedule will be incorporated into the policy document, which will commence once implementation has occurred.

The default review term shall be every three years or as required by legislation.

Policies may be reviewed earlier for whatever reason including legislative, organisational or operational changes.

Responsible Officer:

The Chief Executive Officer is the designated responsible officer for all Wagait Shire Council policies.

Policy Access:

All Wagait Shire Council employees will have access to all policy documentation by either electronic to print means.

Council policies shall be made available on the Wagait Shire Council website www.wagait.nt.gov.au. External members of the community can access the policies on the website or alternatively, printed copies of individual council policy documents will be made available on a cost recover basis.

Rescindment of Policies:

Policies may be rescinded if they are no longer current or become unnecessary. The rescindment of a policy will be presented to council in a council meeting agenda. Council will consider the rescindment, and if it considers the rescindment warranted, it will rescind the policy via council resolution. The Audit Committee may also provide recommendations to council that particular policies be rescinded.

5. ASSOCIATED DOCUMENTS

All Wagait Shire Council Policies.

6. REFERENCES AND LEGISLATION

Local Government Act.
Information Act.

7. REVIEW HISTORY

Date Approved:	17.2.2009	Approved By:	Councillors – resolution no.	Date for review:	Next Council Election
Date Approved:	26.6.2018	Approved By: Moved: Cr Shenagh Gamble Seconded: Vice president Trish McIntyre Vote: AIF	Councillors – resolution no. 2018/199	Date for review:	26.6.2021
Date Approved:		Approved By:		Date for review:	
Date Approved:		Approved By:		Date for review:	