

## 1. Introduction

- 1.1 Leaders of public organisations have an obligation to ensure that those who work in the organisation deal with public resources in a responsible, consistent and accountable manner. A fundamental way in which leaders can do this is by establishing systems of clear, concise and contemporary policies that identify and guide expected standards of conduct and decision-making. It is also fundamental that those who lead public organisations ensure that such policies remain current and, importantly, are consistently adhered to.
- 1.2 The District Council of Mount Remarkable's leaders, being the Mayor, Elected Members, Chief Executive Officer and Directors are committed to ensuring the existence of high-quality policies and a culture within the organisation that adheres to them.
- 1.3 Supporting this commitment is the District Council of Mount Remarkable Policy Framework (the Framework). This Framework provides a system of Council and Management level policies/procedures designed to:
  - 1.3.1 enable efficient and effective decision-making by both Council and management, supporting Council's strategic objectives as set out in the Community Plan 2021-2031 (also known as Strategic Plan).
  - 1.3.2 ensure Council's policies inform the Mount Remarkable community how Council and Management will normally act.
  - 1.3.3 deliver good governance, ensuring a clear and consistent approach is adopted in the development of all Council and Management policies.
  - 1.3.4 provide a structure and process for the initiation, development, adoption, and review of policy and procedure documents:
    - involving subject matter experts as well as policy writing experts as appropriate;
    - review and approval by either the Council or Chief Executive Officer;
    - dissemination and communication protocols, including training and ensuring the policy/procedure is accessible to all staff;
    - clear accountability for regular review, which is audited to ensure compliance.

## 2. Policy Objective

- 2.1 This Framework outlines the District Council of Mount Remarkable's commitment and approach to policy governance.
- 2.2 It does not apply to Council's delegations, authorisations, by-laws, strategic management plans or similar.

## 3. Policy Framework

- 3.1 Key elements of this Framework include:
  - 3.1.1 hierarchy – setting out the different nature and levels of policies;
  - 3.1.2 development and lifecycle – setting out the development process and lifecycle of policies / procedures / guidelines, including document templates;
  - 3.1.3 roles and responsibilities – setting out who is involved in the development of policies / procedures / guidelines;
  - 3.1.4 Policy index – an appendix to the Policy Framework setting out a list of all current policies.

## 4. Hierarchy

Document type	Approval authority	Review cycle
<p><b><u>Council Policy:</u></b></p> <p>There are three types of Council policy:</p> <ul style="list-style-type: none"><li>- <u>Public policy.</u> These statements declare Council's public position on a topic of community importance. They seek to translate community aspirations into programs and actions that deliver outcomes. These statements are mostly captured within Council's Community Plan 2021-2031 (Strategic Plan), but from time to time, a separate Policy document may be created. Examples of public policy may include waste management, climate change, economic development.</li></ul>	Council	Minimum once in every term of Council – within 12 months after conclusion of a periodic election, inline with legislative changes or by resolution of Council.

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	relevant policy	
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- 4.1 In addition to the above 'Approval Authority' provisions, Council recognizes the importance of ensuring all policies are accurate and up-to-date as quickly as possible. In this respect, Council endorses the CEO updating Council/Management policies and procedures, only to update the accuracy (e.g. position title name change) and other non policy direction provisions.

The purpose of this is to enable policies to be updated and maintained to a high standard, without the necessity of requiring a report to Council for minor updating purposes. As a result of any policies updated and approved by the CEO under these provisions, Council Members will be provided with the updated Policy clearly indicating the information that has been updated. The policies will be forwarded to Council Members via Council's email account for information only.

All policies will be reviewed by Council within 12 months following the conclusions of a periodic election. The above CEO minor updates only apply to policy reviews at other times within the term of Council.

## 5. Policy / Procedure Development and Lifecycle

- 5.1 Policies and procedures are developed, implemented, and reviewed as follows:



- 5.2 Assess / Initiate / Review

5.2.1 Confirm requirements for a new policy or evaluate existing policy.

5.2.2 Gather background information to determine whether a policy is required or an existing policy is effective, has gaps, is still relevant/current.

- 5.2.3 Review existing legislative/regulatory requirements or Council's Community Plan 2021-2031 (also known as Strategic Plan), resolutions, good governance practices.
- 5.2.4 Check existing policies which may cover the topic and could be amended to address the change.
- 5.2.5 Establish key principles which apply to the policy topic.
- 5.2.6 Consider issues of implementation actions for the proposed policy.
- 5.3 Research and high-level consultation
  - 5.3.1 Explore the topic in detail.
  - 5.3.2 Benchmark against other councils or organisations where appropriate.
  - 5.3.3 Consult with key stakeholders to assist with testing the need for the policy and setting high level parameters.
- 5.4 Draft
  - 5.4.1 Draft policy objectives, outcomes, principles.
  - 5.4.2 Seek legal advice if necessary.
  - 5.4.3 Consider who the approval authority is.
  - 5.4.4 Consider issues of implementation actions for the proposed policy/procedure.
- 5.5 Consult
  - 5.5.1 Seek approval from Council or CEO to consult as required.
  - 5.5.2 Make draft available for comment by stakeholders affected by the policy e.g. community, staff, others.
  - 5.5.3 Is consultation required under legislation or other requirement e.g. Enterprise Agreement.
  - 5.5.4 Documents relating to financial governance should be referred to Council's Audit Committee for feedback.
  - 5.5.5 Follow the required consultation process and timeframe.

5.5.6 Collate feedback to inform the final draft where appropriate.

5.5.7 Make appropriate amendments to the draft policy.

5.6 Approve

5.6.1 Approval of final policy by Council or CEO as appropriate.

5.7 Implement

5.7.1 Policy is actively implemented.

5.7.2 Communication / training occurs as required to relevant audiences.

5.7.3 Management in line with legal requirements as required

## 6. Roles and Responsibility

6.1 Council:

6.1.1 Review and adopt Council's Policy Framework at the first meeting following a periodic election.

6.1.2 Review and adopt policies throughout the term of the Council as required.

6.1.3 Initiate new policies as considered necessary.

6.2 Governance Officer:

6.2.1 Review the Policy Framework and recommend to Council for adoption.

6.2.2 Review and recommend adoption of policies that are relevant.

6.2.3 Complete a 'Schedule of Policy Reviews' for the twelve months following the conclusion of a periodic election for endorsement by Council. It is anticipated that up to 5 policy reviews per month will be undertaken.

6.3 Chief Executive Officer:

6.3.1 Cause a review of Council's Policy Framework in preparation for presentation to Council at the first meeting following a periodic election.

6.3.2 Review and adopt management level policies as required.

6.3.3 Initiate new management level policies as considered necessary.

6.4 Directors:

6.4.1 As Policy owners, ensure policies are developed and reviewed regularly.

6.4.2 Ensure staff within areas of own responsibility are aware of the Policies and Procedures relevant to their role.

6.4.3 Consider if additional Policies will assist with staff decision making.

6.4.4 Ensure contractors are aware of relevant Council Policies and Procedures.

6.4.5 Ensure that Corporate Policies and Procedures that affect a significant number of staff are approved / signed by the Chief Executive Officer.

6.5 Work Health and Safety (WHS) Coordinator / Officer:

6.5.1 Assist staff in the development of Safe Operating Procedures.

6.5.2 Develop, monitor and review WHS Policies and provide to the WHS Committee and to the CEO for signature.

6.5.3 Maintain a Register of WHS Policies and Procedures and SOPs.

6.6 All Staff:

6.6.1 Review policies as required within the parameters of this Framework.

6.6.2 Comply with all policies as required.

## 7. Document administration and control

Policy title:	Policy Framework
Policy number:	04.00
Policy type:	Council / Governance
Responsible officer:	Director – Community and Corporate
First issued / adopted:	18 May 2021, reference [103-2021]
Review period:	Within 12 months after the conclusion of a periodic election, inline with legislative changes or by resolution of Council
Last reviewed:	18 May 2021, reference [103-2021] 29 November 2022 [239-2022]
Next review date:	November 2026
Version:	Version 2
Date revoked:	n/a
Applicable legislation:	Local Government Act 1999
Related documents:	Nil
Public consultation required / undertaken:	No
Availability	<p>This Policy is available for inspection at the Council office and any person may obtain a copy of this Policy upon payment of the fee fixed by Council in accordance with Council's Fees and Charges adopted each financial year. It is also available on Council's website <a href="http://mtr.sa.gov.au">mtr.sa.gov.au</a>.</p> <p>Any grievance in relation to this policy or its application should be forwarded in writing to the Chief Executive Officer of the Council.</p>
File reference:	W:\4. Policy Manuals\Current Policy Manual

## 8. APPENDIX 1 – Policy Index

Ref	Policy Name	Policy type	Approval Authority	Date last approved	Next review date
04.00	Policy Framework	Council/Governance	Council	29/11/2022 239-2022	November 2026
04.01	Council Members' Allowances & Benefits Policy	Council/Statutory	Council	29/11/2022 242-2022	November 2026
04.02	Code of Practice – Meeting Procedures	Council/Statutory	Council	29/11/2022 240-2022	November 2026
04.03	Behavioural Management Policy	Council/Statutory	Council	29/11/2022 238-2022	September 2023
04.04					
04.05	Code of Practice – Access to Council and Council Committee Meetings and Documents	Council/Statutory	Council	29/11/2022 241-2022	November 2026
04.06	Internal Review of a Council Decision	Council/Statutory	Council	21/3/2023 052-2023	November 2027
04.07	Entertainment and Hospitality Policy	Council/Governance	Audit & Risk Committee/ Council	3/3/2023 [026-2023] 21/3/2023 [046-2023]	November 2027
04.08					
04.09					
04.10					
04.11					
04.12					
04.13	Council Members' Training and Development Policy	Council/Statutory	Council	29/11/2022 243-2022	November 2026



Ref	Policy Name	Policy type	Approval Authority	Date last approved	Next review date
04.14	Use of Council Resources and Electronic Communications	Council/Governance	Council	January 2023 [010-2023]	November 2027
04.15	Fraud, Corruption, Misconduct and Maladministration Prevention Policy	Council/Statutory	Audit & Risk Committee/ <b>Council</b>	3/3/2023 [026-2023] 21/3/2023 [046-2023]	November 2027
04.16					
04.17					
04.18	Caretaker Policy	Council/Statutory	Council	19/4/2022 074-2022	April 2026
04.19	Road Names and Numbering and Public Places Names Policy	Council/Statutory	Council	18/5/2021 103-2021	November 2027
04.20	Complaints Handling Policy	Council/Statutory	Council	27/2/2023 028-2023	November 2027
04.20A	Complaints Handling Procedure	Council Statutory	Leadership Team Council to note	14/3/2023	November 2027
04.21	Public Consultation Policy	Council/Statutory		27/2/2023 028-2023	November 2027
04.22					
04.23	Request for Service Policy	Council/Statutory	Council	27/2/2023 028-2023	November 2027
04.23A	Request for Service Procedure	Council/Governance	Leadership Team Council to note	14/3/2023	November 2027
04.24	Customer First Policy	Council/Governance		27/2/2023 028-2023	November 2027
04.25	Procurement Policy	Council/Statutory	Audit & Risk Committee/ <b>Council</b>	3/3/2023 [027-2023] 21/3/2023 [046-2023]	November 2027

Ref	Policy Name	Policy type	Approval Authority	Date last approved	Next review date
04.25	Preferred Supplier Procedure	Council/Governance	Leadership Audit & Risk/Council to note	<b>Referred to LT</b> 3/3/2023 [027-2023] 21/3/2023 [046-2023]	November 2027
04.26	Credit Card Policy	Council/Governance	Audit & Risk Committee/ <b>Council</b>	3/3/2023 [026-2023] 21/3/2023 [046-2023]	November 2027
04.27	Leases, Licences and Permits	Council/Governance	Council	15/8/2023 [180-2023]	November 2027
04.28	Internal Financial Control Policy	Council/Statutory	Audit & Risk Committee/ <b>Council</b>	3/3/2023 [027-2023] 21/3/2023 [046-2023]	November 2027
04.29	Risk Management Policy	Council/Governance	Council	January 2023 [010-2023]	November 2027
04.29A	Risk Management Framework	Council/Governance	Leadership Team Council to note	27/3/2023	November 2027
04.30	Enforcement Policy	Council/Governance	Council	21 March 2023 052-2023	November 2027
04.31	Building and Swimming Pool Inspection Policy	Council/Governance	Council	21 March 2023 052-2023	November 2027
04.32	Code of Conduct for Volunteers	Council/Governance	Council	21 March 2023 052-2023	November 2027
04.33	Community Wastewater Management Scheme (CWMS) Policy	Council/Governance	Council	17/8/2021 211-2021	November 2027
04.34					

Ref	Policy Name	Policy type	Approval Authority	Date last approved	Next review date
04.35	Prudential Management Policy	Council/Statutory	Council	18/5/2021 103-2021	November 2027
04.36					
04.37					
04.38					
04.39	Rate Remission and Hardship Policy	Council/Governance	Audit & Risk Committee/ <b>Council</b>	3/3/2023 [027-2023] 21/3/2023 [046-2023]	November 2027
04.40	Cemeteries and Natural Burial Grounds Policy	Council/Public	Council	18/5/2021 103-2021	November 2027
04.41	Order Making Policy	Council/Statutory	Council	18/5/2021 103-2021	November 2027
04.42					
04.43	Records Management Policy	Council/Governance	Council	January 2023 [010-2023]	November 2027
04.44	CWMS & Water Supply Hardship Policy	Council/Statutory	Council	August 2021 211-2021	November 2027
04.45	Social Media Policy	Council/Governance	Council	January 2023 [010-2023]	November 2027
04.46					
04.47					
04.48	Debt Recovery Policy	Council/Statutory	Audit & Risk Committee/ <b>Council</b>	3/3/2023 [027-2023] 21/3/2023 [046-2023]	November 2027

Ref	Policy Name	Policy type	Approval Authority	Date last approved	Next review date
04.49	Community Group Loan Policy	Council/Governance	Audit & Risk Committee/ <b>Council</b>		Revoked July 2022 [151-2022]
04.50	Informal Gatherings Policy Revoked				Revoked
04.51					
04.52	Entry and Occupy Land Policy	Council/Governance	Council	18/5/2021 103-2021	November 2027
04.53					
04.54					
04.55					
04.56	Safe Environment for Children, Young People and Vulnerable Persons Policy		Council	21 March 2023 [052-2023]	November 2027
04.57	Complaint Handling Procedure under Council Members' Code of Conduct Revoked				Revoked
04.58	Disposal of Land and Other Assets Policy	Council/Statutory	Audit & Risk Committee/ <b>Council</b>	19/7/2022 149-2022	November 2027
04.59					
04.60					
04.61					
04.62	Asset Accounting Policy	Council/Statutory	Audit & Risk Committee/ <b>Council</b>	3 March 2023 [025-2023] 21 March 2023 [046-2023]	November 2027
04.63	Volunteer Management Policy	Council/Governance	Council	21 March 2023 [052-2023]	November 2027

Ref	Policy Name	Policy type	Approval Authority	Date last approved	Next review date
04.63A	Volunteer Management Procedure	Council/Governance	Leadership Team Council to note	21 March 2023 [052-2023]	November 2027
04.64	Trees Policy	Council/Governance	Council	17/8/2021 211-2021	November 2027
04.65					
04.66					
04.67	Melrose Caravan Park Booking and Refund Policy - Revoked	Council/Governance	Council	Revoked August 2021 211-2021	Revoked
04.68					
04.69					
04.70	Public Interest Disclosure Policy	Council/Statutory	Audit & Risk Committee Council	3/3/2023 [026-2023] 21/3/2023 [046-2023]	November 2027
04.70A	Public Interest Disclosure Procedure	Council/Statutory	Leadership Team Adopt Audit & Risk Committee Council to note	3/3/2023 [026-2023] 21/3/2023 [046-2023]	November 2027
04.71	Emergency Management Policy	Council/Governance	Council	January 2023 [010-2023]	November 2027
04.72	Mayor Seeking Legal Advice Policy Revoked				Revoked
04.73					

Ref	Policy Name	Policy type	Approval Authority	Date last approved	Next review date
04.74					
04.75					
04.76					
04.77	Rates Rebate Policy	Council/Governance	Audit & Risk Committee/ <b>Council</b>	19/7/2022 149-2022	November 2027
04.78	Rates Policy	Council/Public	Audit & Risk Committee/ <b>Council</b>	18/5/2021 101-2021	November 2027
04.79	Treasury Management Policy	Council/Public	Audit & Risk Committee/ <b>Council</b>	19/7/2022 149-2022	November 2027
04.80	Memorial Policy	Council/Governance	Council	March 2022	November 2027
04.81	Supplementary Election Policy	Council/Statutory	Council	17/1/2023 [009-2023]	November 2027
04.82	Recording of Council Meetings	Council/Governance	Council	17/1/2023 [008-2023]	November 2027
04.83	Community Assistance Grants Policy	Council/Governance	Council	15/8/2023 [185-2023]	November 2027
04.84	In Kind Support Policy	Council/Governance	Council	15/8/2023 [187-2023]	November 2027

# Policy Framework

## 9. APPENDIX 2– Policy Review Schedule 2023

Policy No.	Policy Name	Month of Review
04.00	Policy Framework	November 2022
04.01	Council Members' Allowances and Benefits	
04.02	Code of Practice Meeting Procedures	
04.05	Code of Practice for Access to Council Meetings and Documents	
04.13	Council Members' Training and Development	
New	Model Behavioural Management Policy	November 2022 Further Review September 2023
04.14	Use of Council Resources & Electronic Communications	January 2023
04.29	Risk Management Policy	
04.43	Records Management Policy	
04.45	Social Media Policy	
04.71	Emergency Management Policy	
04.20	Complaints Handling Policy	February
04.20A	Complaints Handling Procedure	
04.21	Public Consultation Policy	
04.23	Request for Service Policy	
04.24	Customer First Policy	
04.06	Internal Review of a Council Decision	March
04.30	Enforcement Policy	
04.31	Building and Swimming Pool Inspection Policy	
04.32	Code of Conduct for Volunteers	
04.63	Volunteer Management	
04.63A	Volunteer Management Procedure	
04.56	Safe Environment for Children, Young People and Vulnerable Persons Policy	
04.35	Prudential Management Policy	April
04.40	Cemeteries and Natural Burial Grounds Policy	
04.41	Order Making Policy	
04.52	Entry and Occupy Land Policy	
04.33	Community Wastewater Management Scheme Policy	May
04.64	Tree Policy	
04.19	Road Names & Numbering and Public Places Names Policy	
04.80	Memorial Policy	

# Policy Framework

Policy No.	Policy Name		Month of Review
04.07	Entertainment and Hospitality Policy	Jan 2023 then referred to Mar 2023	The Audit & Risk Committee are responsible for reviewing these policies prior to them being submitted to Council for adoption. These policies will be scheduled for review inline with Audit & Risk Committee Meeting dates and then submitted to Council for adoption in due course.
04.15	Fraud, Corruption, Misconduct and Maladministration Prevention Policy	Jan 2023 then referred to Mar 2023	
04.70	Public Interest Disclosure Policy	Jan 2023 then referred to Mar 2023	
04.70A	Public Interest Disclosure Procedure	Jan 2023 then referred to Mar 2023	
04.25	Procurement Policy	Mar 2023	
04.25	Preferred Suppliers Procedure	Mar 2023	
04.26	Credit Card Policy	Jan 2023 then referred to Mar 2023	
04.26	Credit Card Procedure	Jan 2023 then referred to Mar 2023	
04.28	Internal Financial Control Policy	Mar 2023	
04.39	Rate Remission and Hardship Policy	Mar 2023	
04.48	Debt Recovery Policy	Mar 2023	
04.49	Community Group Loan Policy	June 2023	
04.77	Rate Rebate Policy	June 2023	
04.58	Disposal of Land and Other Assets Policy	June 2023	
04.62	Asset Accounting Policy	Mar 2023	
04.78	Rates Policy	June 2023	
04.79	Treasury Management Policy	June 2023	