



POLICY DOCUMENTATION POLICY

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 better 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 document management system.

SCOPE

The policy applies to all policy documentation developed and reviewed for the District Council of Karoonda East Murray, with the exception of the Planning Policy which becomes part of the Development Plan, Work Health and Safety Policies.

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	As set by Legislation – within a Council term
Framework – overarching; guiding principles; concept; structure	Council	At least every 4 years – within a Council term
Policy – statement of intent, defined values, course of action <ul style="list-style-type: none"> • External/Legislative – mandatory policies or codes 	Council	At least every 4 years – within a Council term



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of practice required by Legislation, statute or created by a resolution of Council		
<p>Policy – statement of intent, defined values, course of action</p> <ul style="list-style-type: none"> • Internal/Administrative – support work of the administration created by the Chief Executive Officer 	CEO	At least every 4 years – within a Council term
<p>Policy – statement of intent, defined values, course of action</p> <ul style="list-style-type: none"> • WHS – One System documentation 	WHS Committee/CEO	As required by Legislation – within a Council term
Charter – public declaration that outlines the level of service / commitment	Council /and or CEO	As set by Legislation – within a Council term
Plan/Strategy – detailed proposal, plan of action, master plan	Council / and or CEO	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	At least every 4 years – within a Council term
Information Sheet – developed from Guidelines / Toolkit for public	CEO	At least every 4 years – within a Council term



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DOCUMENT CONTROL

COUNCIL POLICY	
Reference Number	GOV101
Version	V1.0
Responsible Officer	COUNCIL
Related Policies Management Guidelines Frameworks	Policy Framework Risk Management Framework Good Public Administration Framework
Date Adopted	12 March 2019 (Min Ref #5046)
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Author (to whom changes are to be recommended)			
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Position	Incumbent	Review Date	
Approved by			
Position	Incumbent	Approval Date	
Council		12 March 2019	
History			
Date	Author	Revision	Nature of Change
Publication			
This policy is available for inspection at Council's office at 11 Railway Terrace, Karoonda or via the Council website, www.dckem.sa.gov.au .			