

Document Name	Document Version Number	Review Date
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18 April 2018	4960	Revised

Purpose

It is critical that Greater Hume Council develops and reviews a broad range of Council approved (public) and internal administrative templates including policies, procedures and forms to assist the governance of its operations. Policies and relevant procedures and other supporting documents have been and continue to be developed pursuant to requirements of the Local Government Act 1993 and other relevant legislation.

Of importance is the identification, accessibility and appropriate archival management of such documents at the Council. Evidence of compliance is now a requirement of external authorities and legislation such as:

- Ombudsman Act 1974
- Government Information (Public Access) Act 2009
- Work Health & Safety Act 2011

It is important that document control is applied to policies, procedures and key materials enabling the current version to be readily identifiable by readers and users, as applicable at any specific time, especially for legal, auditing and historical purposes.

Greater Hume Council has standardised documents including policy, procedures, forms and fact sheet templates with appropriate review and documentation control processes, which are in place across all units of the organisation to ensure a Council wide consistent approach.

Scope

This policy applies to controlled documentation that is created, distributed and retained for information and action in Greater Hume Council, including:

- Forms (including Guidelines/Fact Sheets and Web Based Forms)
- Policies
- Procedures
- Primary Templates
- External Documents

Definitions

A Council policy, whether for public or internal administration, sets out Greater Hume Council's position on an issue or set of issues to guide decision making. It is a higher level statement of direction.

A Procedure (or operational guideline) sets out specific responsibilities and processes required to implement a particular Council policy.

Procedures and supporting documentation such as work instructions, forms and templates are as detailed as necessary to enable policy implementation.

Policy Content

An efficient, controlled and accessible policy and procedures framework is necessary at Council to:

- meet compliance requirements of legislation;
- implement the strategies/goals relative to the annual business plans and longer term financial and asset management plans;
- ensure legal compliance with document control and records management requirements and maintain Greater Hume Council's reputation with respect to documentation.

Policies set out Greater Hume Council's position and accepted role on various matters regarding its operation, role and service provision both as they affect the public arena and internal administration.

A Greater Hume Council policy, (public or internal), is a guideline for present and subsequent Councils – it is a starting point, the default position.

Council can make decisions contrary to the policy statement listed. On such occasions Council must record via a resolution by the Elected Council or Manex for public and internal administration as to whether its policy requires review and amendment.

The General Manager and Directors are responsible for the ongoing review of all Council policies to ensure changing legislative and other requirements are met. All superseded policies are archived as they can be required under the Government Information (Public Access) Act 2009 and/or for legal requirements as evidence as to what was Council's policy at a specific point of time.

Currently, the default review period for policies at Greater Hume Council is two years or unless required due to legislation or other compliance requirements. However, Council can review any policy or procedure when and as it sees fit. An appropriate review process, incorporating appropriate levels of public and employee consultation, is in place at Greater Hume Shire Council.

Policies should not document procedural arrangements. This information should be laid out in procedures, work instructions or templates referenced in the policy document.

An efficient policy and procedural framework at Greater Hume Council will assist in the creation of sound governance and positive public perceptions of the shire.

Links to Policy

Nil, at date adopted.

Links to Procedure

Document & Data Control Procedure
Records Management Procedure

Links to Forms

Nil.

References

AS4804: OHS Management Systems
ISO31000:2009: Risk Management

Responsibility

Director Corporate & Community Services

Document Author

Document Control Group

Relevant Legislation

Local Government Act 1993

Work Health & Safety Act 2011

Government Information (Public Access) Act 2009

State Records Act 1998

Ombudsman Act 1974

Associated Records

Nil.