

BARCOO SHIRE COUNCIL POLICY *Policies*

Policy Number: BSC-044	Version: 1
Classification: Administrative	Section: Corporate Services
Date Adopted by Council: 18.09.2019	Resolution Number: 2019.10.020
Responsible Officer: Chief Executive Officer	<p>Review: Note: This Policy is reviewed when any of the following occur:</p> <ol style="list-style-type: none"> 1. The related information is amended or replaced. 2. Other circumstances as determined from time to time by the Chief Executive Officer. <p>Notwithstanding the above, this Policy is to be reviewed at intervals of no more than two years.</p>
Legislation:	

OBJECTIVE

This policy establishes a framework for defining, developing and maintaining the Barcoo Shire Council's (BSC) policies and procedures to help the BSC ensure consistency and quality in its activities, attain its strategic goals and priorities, promote operational efficiencies, and reduce risks.

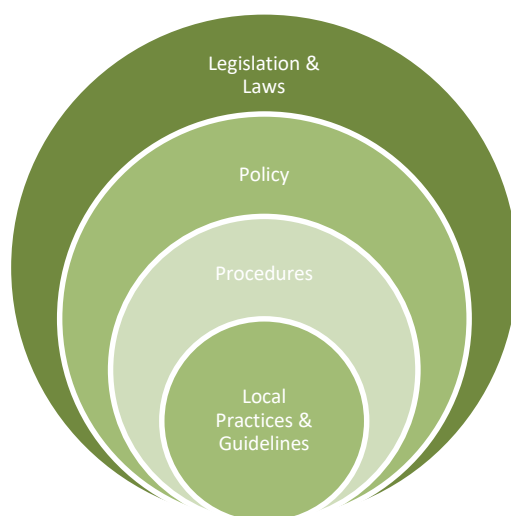
POLICY STATEMENT

This policy applies to all BSC policies and procedures.

DEFINITIONS

The hierarchy and definitions of policy-related documents are set out below.

A document lower in the hierarchy must not be inconsistent with a document higher in the hierarchy. Where two documents in the hierarchy conflict, the document higher in the hierarchy takes precedence.



Legislation and Laws

- Includes legislation made by or under the authority of a State or Federal Parliament, such as Acts, Regulations and other Statutory Instruments.
- Includes Statutes and By-laws made under the authority of the *Local Government Act 2009* and the *Local Government Regulation 2012*.
- Includes the Common Law as defined by Federal and State court systems.
- Laws may be the driver for BSC policies and procedures, but are not otherwise covered by the Policy Framework.

Policies

- Articulate the *principles* which underpin BSC activities and decision-making, and ensure that BSC activities are carried out ethically, consistently, efficiently, safely, compliantly and in accordance with the BSC's values and academic, research and administrative standards and goals.
- Are mandatory and apply BSC-wide to all staff, contractors and community members engaged in BSC activities.
- Are short in length, but designed for longevity in application.
- Can only be approved by designated approval authorities.

Procedures

- Prescribe *actions, standards and processes* for the implementation of BSC policies or operational activities.
- Specify responsibilities for carrying them out.
- Are mandatory and apply BSC-wide.
- Can only be approved by designated approval authorities.

Local practices

- May be documented at a local level (i.e. within a work unit) to provide more specific detail about the implementation of a policy or policies, procedures, or to document operational processes within that local level.
- Cannot be inconsistent with BSC-wide policies and procedures.
- Are approved at the local level in accordance with local level authorities (i.e. supervisor, manager, or Director)
- Cannot be labelled a policy or procedures.

Guidelines

- Provide additional detail and context on aspects of a BSC policy or procedures.
- May offer information and advice, or provide examples of ways a policy or procedures might be applied.
- Are not mandatory in themselves.
- Are approved by the relevant Responsible Officer.

AUTHORITIES AND RESPONSIBILITIES

Authorities

- Approval authority encompasses establishment, amendment or rescission of policies and/or procedures.
- The authorities for approving policies and related procedures are the BSC Council, and can only be changed with Council's approval.
- The Council may delegate authorities to approve policies and procedures, either individually or by category. Such authorities are to be added to the Delegations Register.
- The CEO is authorised to approve amendment and continuation of *all* policies and procedures, as follows:
 - Minor amendments that do not change the substantive content, meaning or intent of the policy or procedures.
 - Continuation of existing policies and procedures, if satisfied this is appropriate, following formal review.
- The CEO's Executive Assistant is authorised to make amendments to policies or procedures to correct format and typographical errors, changed references or hyperlinks, or to reflect name changes.

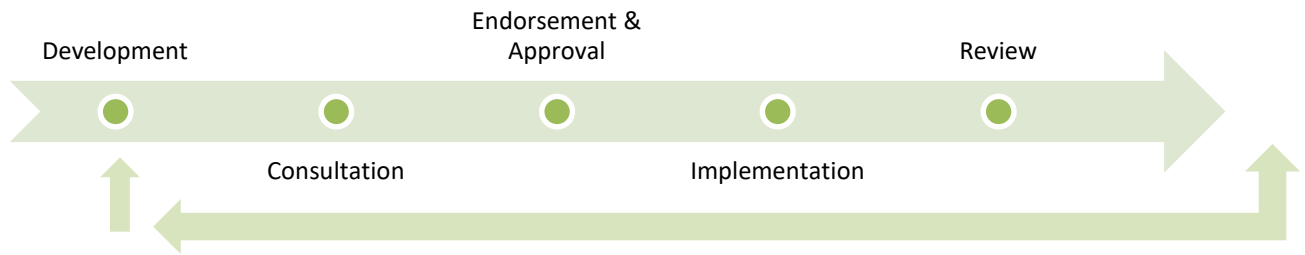
Responsible Officer

- A Responsible Officer must be designated for all policies and procedures by the relevant approval authority.
- The functions of the Responsible Officer are to:
 - Ensure that policies/procedures are developed and reviewed in accordance with this policy, and

- Ensure that the requirements of policies/procedures are communicated to the BSC workforce and any education or training is provided if necessary to put the requirements into effect.
- The Responsible Officer will be the Director of Corporate Services (DCS).

PROCEDURE

These procedures set out the requirements and responsibilities under the policy development and review cycle.



DEVELOPMENT

Identifying the Need

The Responsible Office will:

- Determine whether a new policy/procedures or substantive revision of a policy/procedures is needed, taking into account:
 - Application of external or internal changes (e.g. new legislation, new BSC activity)
 - Changes in strategies or circumstances.
 - The review timetable.
 - Problems associated with implementing and interpreting policies/procedures or gaps in policy/procedures coverage identified through feedback and experience.
- Review other policies to ensure the matter is not already addressed in another existing policy/procedures and to seek advice about the consultation and approval process.

Writing and Content

The person writing the policy will:

- Use plain, gender-neutral English, be concise, avoid long jargon and long paragraphs, write from the point of view of the intended audience, and use present tense and active voice where possible.
- Make mandatory requirements clear through the use of 'must' not 'should' or 'shall'.
- Avoid use of terms such as 'generally' and 'normally'. If an exceptions or discretionary provision is required, provide detail of who can approve.
- Avoid excessive use of definitions, and use the Common Definitions where possible.
- Allocate authorities and responsibilities to positions, not organisational units, consistent with the Delegations Register.

The Responsible Officer will:

- Maintain an overview of the content as it is developed and ensure that the content appropriately responds to identified issues.
- Ensure that communication and implementation plans are developed.

CONSULTATION

The Responsible Officer will:

- Invite any further consultation deemed appropriate as the policy/procedures is developed.
- Once a new or significantly amended policy or procedures is in near final form, ensure the draft is made available for open consultation.
- Ensure that consultation feedback is considered before the draft is finalised.
- Consult with the CEO's Executive Assistant for quality control review of final draft.

ENDORSEMENT & APPROVAL

The Responsible Officer will:

- Ensure that the finalised draft is submitted for endorsement to any relevant BSC committees.
- Ensure that the finalised and/or endorsed draft is submitted for approval, through the CEO, to Council.

IMPLEMENTATION

After approval, the Responsible Officer will:

- Notify the Records Officer of the approval.
- Ensure that any communications and implementation requirements are put into operation.

The Records Officer will:

- Upon approval of a new policy, assign the new policy a policy number. The policy number assigned will be the next sequential number available. A policy number will not be assigned to new policies prior to approval.
- Record the Council Resolution Number on the policy.
- Upload the new or amended policy/procedures to infoXpert eDRMS (Magiq) document management system.
- Update the Policy Register found in infoXpert eDRMS (Magiq) document management system.
- Setup a notification reminder for the next policy review date.

The IT Officer will:

- Upon resolution by Council, upload the new or updated policy to the BSC public website.

REVIEW

The Records Officer will:

- Maintain a database of the approval and review dates for all policies and procedures.
- Advise the Responsible Officer when a policy or procedures is due for review.

The Responsible Officer will:

- Arrange for review of all policies and procedures at least every two years.
- Ensure the review process provides an opportunity for users of the policy and/or procedures to give feedback on their effectiveness and operation.
- Following review, determine one of the following outcomes with associated consequential actions:

Review Outcome	Actions
Major changes needed	Apply all procedures as listed in this policy
Minor changes needed which do not substantially change the content, or which are a consequential effect of decisions made by Council or the CEO	Complete review and submit, through the CEO, to Council highlighting amendments.
No changes required	Complete review and submit, through the CEO, to Council recommending 'no changes'
No longer required	Recommend, through the CEO, to Council, the rescission of the policy and/or procedures.



ASSOCIATED DOCUMENTS AND POLICIES

Local Government Act 2009

Local Government Regulation 2012

Barcoo Shire Council Delegations Register