



Policy Development FRAMEWORK

Policy Version 1.0
Category: Management
Adopted: June 2025



Policy Development Framework

Purpose

The purpose of this Winton Shire Council (Council) policy is to provide for the establishment of a framework to guide the development and management of statutory policies, management policies, and internal procedures.

Scope

This Document applies to all Council employees that develop Council Policy (statutory policy, required by legislation) management Policy (internally focused) administrative policy (Internally focussed and relevant to specific areas endorsed by senior leaders and CEO) and internal procedures.

Definitions

Term	What it means / refers to
Chief Executive Officer (CEO)	The person appointed by Council under section 194 of the <i>Local Government Act 2009</i> to administer Council operations with duties including providing general leadership and strategic guidance and helping to expand operations and ensure long-term success.
Administrative Changes	Means a housekeeping change to a policy such as wording, updating a section name, typographical errors or reference to legislation which does not alter the scope, purpose or intent of the document.
Material Change	Means to change the purpose, scope or significant change to the content, responsibilities, limits, or assignment of powers.

Policy statement

A Policy should be adopted for any area of Council's operation or purpose needs to be set in order of to conduct Council business.

Three types of Policy exist at Winton Shire Council

- Statutory/Legislative Policy (Endorsed by Council)
- Management Policy (Internally focused endorsed by CEO)
- Administrative Policy (Internally focused and relevant to specific areas endorsed by senior leaders and CEO)

A Policy is operationalised through processes and procedures set out to implement the policy. In order to effectively and efficiently manage policy and procedures this policy establishes a hierarchy and sets out the requirements and standards for each step of



the development and improvement process. All policies must be developed, deployed monitored and revised in accordance with this Policy.

A policy is used by Council to:

- Provide clarity and consistency
- Improve decision making
- Inform judgement and guide actions
- Manage risk and entitlements
- Explain why there is a need for things to be done or changed
- Fill gaps not covered by legislation or impose conditions or constraints not defined elsewhere.
- Implement legislative requirements.

The development of a policy involves assessing if a policy is the most effective approach, conducting research on the topic, and determining whether to create a new policy, update an existing one, or revoke it.

Policies and Procedures will ensure clarity, consistency, and fairness; be developed with stakeholder consultation and where legally required; be clearly written, current, and accurate; avoid duplicating legislation; and clearly define responsibilities, expectations, and accountability.

Document Hierarchy

This policy establishes the following types of documents

- Council Policy – Statutory/Legislated Policies – High level statements that have been developed to comply with a statutory requirement and involve a resolution of Council or can be developed where there is a significant impact on Council or the community.
- Management Policy – Internal Policies – All corporate policies and WHS are internally focused and provide a consistent direction that meets operational objectives.
- Administrative Internal Policy – relevant to specific areas.
- Organisational Procedures – Operational Process – Provide guidance on implementation of practice and may be step by step instructions and may be linked to legislative requirements and a Policy.
- Any relevant corresponding documents.



Roles and responsibilities

Council

- Consider endorsing a statutory policy
- Consider adopting a new or reviewed policy
- Consider any recommendations for adoption of Policies from the Audit and Risk Committee
- Ensure there is consideration of relevant policies as a part of decision making

Chief Executive Officer

- Monitor the effectiveness of Council's Policies and Procedures
- Consider all Policies prior to presentation to Council to determine the Policy hierarchy
- Consider all Management Policies and WHS Policies for approval
- Consider all procedures that are associated with a Council Policy or affect a significant number of staff

Governance Group and/or Senior/Executive Leadership Team

- Review and endorse the Policy Framework
- Review and consider Policies as they are presented to the group
- Make recommendations to the CEO on new or reviewed Policies
- Ensure regular training is provided to staff on relevant Policies
- Ensure incoming employees are inducted into relevant Policies and procedures

Directors and Executive Managers

- Review quarterly reports on the specific area of Policies and Procedures
- Consider if additional Policies will assist with staff decision making
- Provide minor revisions of management Policies to the CEO for approval
- Ensure relevant Policies are presented to the Governance Group and Senior/Executive Leadership Team prior to presentation to the CEO
- Ensure Management and Internal Policies are approved/signed by the CEO
- Consider if additional Policies will assist with staff decision making



Employees

- Read, review and understand the Policies and Procedures relevant to their role, responsibilities and operational area
- Participate in Policy and Procedures training and review

Related Council documentation

- Winton Shire Council Corporate Plan 2022-27
- Winton Shire Council Annual Operational Plan

Legislation, other Authorities, and other sources

- *Local Government Act 2009* (Qld)
- *Local Government Regulation 2012* (Qld)

Review of Policy

This policy will be reviewed every three years and remains in force until amended or repealed by resolution of Council.

Record of amendments and adoptions

Date	Version	Reason for amendment	Date adopted by Council
June 2025	1.0	Adoption by Council	June 2025

