



1 HEAD OF POWER

- N/A

2 POLICY PURPOSE

- 2.1. This policy provides direction and guidance for the development, approval, use and adoption of all Council policies. It sets out Council's position statement and governing principles for policy management, without detailing operational procedures.

3 POLICY SCOPE

This Policy applies to:

- All elected members, employees, contractors, volunteers, consultants and agents of Council.
- This policy governs the development, approval, implementation, review and management of all Council policy documents.

4 POLICY STATEMENT

4.1. Council's Commitment

- 4.1.1. Council recognises that a robust governance framework is essential to transparent, accountable and lawful decision-making. Good governance ensures that Council's policies are consistent, current, accessible and aligned with legislative requirements and community expectations.

4.1.2. Council is committed to:

- a) Maintaining a comprehensive suite of policies that supports lawful, consistent and transparent decision-making.
- b) Ensuring all policies comply with relevant legislation, Codes of Practice and Council's strategic plans.
- c) Using standardised templates and clear, plain English in all policy documents.
- d) Making policies accessible to all Personnel and, where required, to the public.
- e) Regularly reviewing policies to ensure they remain current, relevant and effective.
- f) Ensuring Personnel are trained on applicable policies and understand their obligations.

- 4.1.3. Council expects all Personnel to comply with this policy and the associated Administrative Policy.

4.2. Governing Principles

4.2.1. All activity under this policy must be consistent with the following principles:

- a) **Lawfulness.** All policies must comply with relevant legislation, Codes of Practice, and regulatory requirements. No policy may authorise or require conduct that is contrary to law.
- b) **Clarity.** All policy documents must be written using plain, clear, and concise English to ensure a wide range of users are able to understand the content and context. Where prescribed terminology or acronyms are used (for example, extracted from legislation), a clear description of the terminology must be included in the definitions section of the policy.
- c) **Consistency.** Policies must be developed, formatted and managed using Council's standard templates and numbering conventions to ensure a uniform and professional approach across the organisation.
- d) **Accessibility.** Policies must be made available to all relevant Personnel and, where required by legislation, published on Council's website.
- e) **Accountability.** Clear responsibilities must be assigned for the development, approval, implementation, review and management of each policy.
- f) **Currency.** Policies must be reviewed regularly to ensure they remain current, relevant and aligned with legislative requirements and organisational needs.

4.3. Policy

4.3.1. Types of Policies

Council's policy framework comprises three categories of policy documents:

a) Statutory Policies

A policy mandated by legislation that sets out Council's obligations and compliance requirements under an Act or Regulation. In addition to stating Council's position, a Statutory Policy includes procedural elements necessary to give effect to the relevant legislative requirements. Statutory Policies are required to be endorsed by Council (by resolution) and displayed on Council's website.

b) Strategic Policies

A policy that articulates Council's position, intent, or stance on a particular matter. A Strategic Policy does not prescribe operational steps or procedures, but instead establishes the principles, values, and direction that guide Council's decision-making and activities in a given area. Strategic Policies are required to be endorsed by Council (by resolution) but do not need to be displayed on Council's website.

c) Administrative Policies (Procedures & Guideline)

A document that sets out the operational steps, processes, and responsibilities required to implement a Strategic or Statutory Policy in practice. An Administrative Policy translates high-level policy intent into clear, actionable instructions for Personnel. It details how tasks are to be carried out, by whom, and in what sequence, ensuring consistency and accountability in day-to-day operations. An Administrative Policy shall be approved by the Chief Executive Officer of the Council and need not be published on Council's website.

4.3.2. Policy Template

Council's standard template is to be used for all policies and is available on the Council's Sharepoint Intranet under PASC – Documents – A_TEMPLATES.

Council's standard template shall be used for all policies except in exceptional circumstances where the Chief Executive Officer has authorised the use of a non-standard template.

4.3.3. Implementation

On approval, all policies will be uploaded to Council's Sharepoint Intranet – PASC – Documents A_POLICIES and made accessible to all Personnel.

Executive Leadership Team will be responsible for ensuring their Personnel have access to applicable policies.

Where policies are required for formal induction of Personnel, the Executive Leadership Team are responsible for ensuring that an acknowledgement that the policy has been read and understood is obtained from Personnel.

4.3.4. Document Management

The document management of policies will be carried out using the Council's [name of the Document Management System]. The Council's intranet will capture metadata of each policy, including: title; document identifier; approval date; version number; function; review date; and records retention.

Master copies and source files are maintained by the [position or team name] and stored in the [name of the Document Management System].

4.3.5. Training and Awareness

All Personnel must receive training on this policy as part of induction, and at least bi-annually thereafter.

Training must include the purpose and requirements of this policy, the obligations and responsibilities of Personnel, how to identify and report non-compliance, and the consequences of a breach of this policy.

4.3.6. Evaluation of Policy

The success of this policy will be measured by:

- a) All policies developed using the approved template and naming conventions.
- b) Policies reviewed within scheduled review periods.
- c) Personnel awareness and training completion rates.
- d) Compliance with legislative requirements for policy publication.
- e) Audit outcomes relating to policy management.



4.3.7. Breaches

- 4.3.7.1. Failure to comply with this policy may result in disciplinary action and may also result in decisions being reviewed, suspended, or set aside where required to address risk, probity, or legal compliance.
- 4.3.7.2. Suspected misconduct, fraud, improper influence, or serious probity concerns must be reported in accordance with Council's relevant reporting processes and Code of Conduct.

5 HUMAN RIGHTS COMPATIBILITY STATEMENT

This policy has been assessed as compatible with human rights pursuant to the *Human Rights Act 2019* (Qld).

6 DEFINITIONS

Term	Definition
Administrative Policy (Procedure)	A document that sets out the operational steps, processes, and responsibilities required to implement a Strategic or Statutory Policy in practice. It translates high-level policy intent into clear, actionable instructions for Personnel.
Council	Pormpuraaw Aboriginal Shire Council
Personnel	All elected members, employees, contractors, volunteers, consultants and agents of Council.
Statutory Policy	A policy mandated by legislation that sets out Council's obligations and compliance requirements under an Act or Regulation. In addition to stating Council's position, a Statutory Policy includes procedural elements necessary to give effect to the relevant legislative requirements.
Strategic Policy	A policy that articulates Council's position, intent, or stance on a particular matter. A Strategic Policy does not prescribe operational steps or procedures, but instead establishes the principles, values, and direction that guide Council's decision-making and activities in a given area.

7 RELATED POLICIES AND OTHER DOCUMENTS

Legislation:	Local Government Act 2009 (Qld) Local Government Regulation 2012 (Qld) Human Rights Act 2019 (Qld)
Associated Documents:	Code of Conduct Elected Members Code of Conduct

8 MONITORING AND REVIEW

This policy is to be reviewed every four (4) years for relevance and to ensure that its effectiveness is maintained.

9 RESPONSIBILITY

This Policy is to be:

- implemented by the CEO; and
- reviewed and amended in accordance by the Governance and Records Officer.

10 VERSION CONTROL

Version	Details	Res No:	Date
V1	Developed and adopted	2026/113	29 July 2026