KING ISLAND COUNCIL

# Policy

## POLICY ON POLICIES

Responsible Officer: GENERAL MANAGER

Date: 21 October 2025

Review Date: 20 October 2029

# 1. Purpose

To meet the obligations of S.28(2)(b) of the Tasmanian Local Government Act 1993, which requires "The councillors of a council collectively … to **determine** and **monitor** the application of **policies**, plans and programs for –

i. The efficient and effective provision of services and facilities; and
ii. The efficient and effective management of assets; and
iii. The fair and equitable treatment of employees of the council.

And as presented by S28(2)(a) such policies should refer to strategic issues, not operational procedures or processes.

Through its Strategic Plan, Council aims to achieve certain objectives and sets out the approach that will be used to do so. Council's Policies set out how it will respond to given situations as they arise, and therefore are essentially reactive. Procedures describe how a Policy will be put into action.

# 2. Policy

## 2.1 POLICY

i. That councillors collectively determine and monitor the application of policies of Council and set the strategic direction, to guide and influence decision-making and day-to-day management.
ii. Strategic policies are differentiated from operational procedures, which are the responsibility of management, by considering the following attributes: -

<u>Policies:</u>

- Change infrequently
- State who, what, when, or why
- Are broad and general

<u>Procedures:</u>

- Continuously change and improve
- State what, how, when, or who
- Offer a detailed description of activities

iii. Where possible, a measurable standard will be included in the policy to allow councillors, as required by S28(2)(b), to monitor the ongoing achievement of the policy.
iv. Any policies required to be included as policies of Council because of government legislation will be included as such.
v. All policies of Council are to be published on the Council website and otherwise made available for public scrutiny.

**Renew and Monitoring**

Taking into account the normal term of Local Government elections, where practicable Council policies will have a four-year cycle before Council review. Notwithstanding, Council policies remain in effect until otherwise replaced.

A review of the policy schedule is to be conducted by an incoming Council with collaboration with staff to determine the priority for review.

Trigger points that require an earlier review period of a policy (or associated document) include (but not limited to):

- Change in legislation which has a bearing on the document
- Change in senior management
- Change in Council's position on a particular subject area
- Recommendation from a governance body (eg Audit Panel, Internal Audit, Council Governance Committee etc.)
- Quality assurance due to continuous improvement initiatives, and/or
- Changes in council's agreed service levels.

### 2.2 RELATED DOCUMENTS

- Tasmanian Local Government Act 1993
- King Island Council – Policy Framework & Register
- King Island Legal Documents

### 2.3 TEMPLATE

The template for policies is as per the structure of this policy document. Any sections that are not relevant may be removed and/or additional items added where required.

## AMENDMENT

Council retains the sole discretion to vary, terminate or replace this Policy from

time to time. Council will consult before amendments are made and will notify and train those the amendments apply to.

# 4. Legislation, Terminology and References

**Applicable legislation:**

All laws in connection with policies including but not limited to:

- *Local Government Act 1993* (TAS)

| **Definitions** | |
|---|---|
| **Term** | **Meaning** |
| **Council** | King Island Council |
| **Councillor** | An elected member of Council known as a Councillor or Alderman or otherwise meeting the definition of a 'councillor' as defined under section 3 of the *Local Government Act 1993* (TAS) |
| **Employee** | A person who carries out work for Council as an employee of Council. |
| **General Manager** | The general manager of Council as appointed under section 61 of the *Local Government Act 1993* (TAS). |
| **Manager/Supervisor** | A person at the Workplace who is appointed to a position that has management/supervisory responsibilities for others or their appropriately nominated or authorised delegate. |
| **Other Persons at the Workplace** | A person, other than a Councillor, who carries out work in any capacity for Council, including work as:<br>(a) a contractor or subcontractor.<br>(b) an employee of a contractor or subcontractor.<br>(c) an employee of a labour hire company who has been assigned to work at Council.<br>(d) an apprentice or trainee.<br>(e) a student gaining work experience; or<br>(f) a volunteer. |
| **Policy** | Policy on Policies |
| **Workplace** | A place where work is carried out for Council. |

**History:**

Any previous policies used by Council: 20/07/21 Policy Adopted – Res No: 117/21

19/09/23 Policy Adopted – Res No: 195/23

21/10/25 Policy Adopted – Res No: 208/25

**POLICY VERSION AND REVISION INFORMATION**

Title: Policy on Policies

Policy Maintained by: Governance Manager

Policy first commenced: 20 July 2021

Policy Review: 20 October 2025

| Version No | Date | Resolution No | Responsible Officer |
|---|---|---|---|
| 1.0 | 19.9.2023 | 195/23 | Administration Manager |
| 1.1 | 23.9.2025 | Draft reviewed document | Governance Manager |
| 2.0 | 21.10.2025 | 208/25 | Governance Manager |