

POLICY GOVERNANCE

Policy Statement

All policy documents will be developed and reviewed in accordance with this policy, related procedures and templates. All documents will be:

- evidence based;
- endorsed by the appropriate authority;
- written clearly and be easy to understand and use;
- consulted on appropriately;
- subject to Open Access requirements; and
- evaluated and reviewed within agreed timeframes.

Scope

The Policy Governance Policy applies to all policy documents developed within the Portfolio of Environment, Planning and Sustainable Development Directorate, City Renewal Authority and Suburban Land Agency.

Purpose

This policy provides the Portfolio with a consistent approach to managing and maintaining its policy documents.

Use of this policy ensures appropriate document control and approval processes are in place to inform actions and decision-making.

Policy Requirements

Key roles in Policy Governance

Author - Responsible for coordination of development, implementation and review of policy document.

Sponsor - Responsible for the position and intent of policy document and presenting document to Approval Authority.

Policy Register Manager - Responsible for managing the Policy Register and issuing document reference number.

Types of policy documents

The Portfolio issues the following types of documents. The Portfolio also operates under legislation, standards, and whole of ACT Government policy requirements.

| Document Type | Description |
|---------------|---|
| Framework | A directional document that outlines the components of an efficient system (e.g. Governance Framework). |
| Strategy | A directional document that outlines policy objectives and how they will be achieved and usually includes actions and timeframes for commitments. |

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Policy - Policy Governance

| Document Type | Description |
|------------------------------------|---|
| Policy | Describes succinctly the direction that is to be followed, or mandatory actions. Compliance is mandatory. Issued on an approved template. |
| Standard Operating Procedure (SOP) | Describes the standard approach to a process or workflow that is in place to support implementation of legislation or policy. Compliance is mandatory. Issued on an approved template. |
| Staff instruction | Provide formal direction when a matter requires immediate attention or to ensure compliance with a policy or procedure. They can be used to supplement a policy or procedure where a risk or gap is identified. They are succinct, usually one page directions not specified in a policy or a procedure rules or directions that must be followed. Issued by the Director-General or Chief Executive Officer of the organisation. Compliance is mandatory. Issued on an approved template. |
| Supporting documents | Provides further support or guidance to the implementation of other policy documents. It could be an attachment to the original document or a referenced separate document such as guidelines, toolkits, checklists, flowcharts, forms, information sheets and factsheets. |

Endorsement

| Level | Scope | Endorsed by | Example |
|--------------|---|---|---|
| Tier 1 | Portfolio-wide | Executive Management Board Portfolio Project Governance Committee | Risk Management Policy |
| Tier 2 | EPSDD or City Renewal Authority or Suburban Land Agency | Executive Management Board Portfolio Project Governance Committee, or CRA Board, or SLA Board | Risk Management Plan |
| Tier 3 | Business stream | Executive Director/Director/Senior Manager | SOPs on processing development applications |

Templates and style

Approved templates must be used for policies, SOPs, guidelines and staff instructions.

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Policy Register

The Portfolio will maintain a centralised Policy Register, in which all approved and endorsed policy documents are recorded. The policy register is managed by the Governance, Compliance and Legal Team.

Review

The Author will establish a review date for the document based on the longevity of the policy content. The review date must not exceed 3 years from the date of approval.

Recordkeeping

The Author must have on record evidence of the process and decision-making for development and review of a policy document.

All records must be managed in accordance with the *Territory Records Act 2002* and Directorate policies and procedures.

Documents to be kept on record include at a minimum:

- Approved briefs
- Evidence of consultation – emails, correspondence, meeting minutes
- Feedback received through the consultation process
- Copy of the final approved policy document.
- Policy drafts demonstrating significant change in policy direction.
- Associated/supporting documents.

Evaluation

| Outcome Measures | Method | Responsibility |
|---|---|------------------------------------|
| Within 12 months of policy implementation, 100% of policy documents received by Policy Register Manager are on approved templates | Review of policy documents submitted 12 months after implementation | Governance Compliance and Legal |
| All policy owners are alerted to the need to review their policies three months prior to their review date | Regular reports provided to all policy owners | Governance Compliance and Legal |
| Staff undertaking policy development and review receive clear advice on governance requirements | Survey of staff who have authored policy documents | Governance Compliance and Legal |

Related Documents

- Policy Development Standard Operating Procedure
- Policy and Procedure Templates

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Version History

| Version | Date | Amendment details |
|----------------|-------------|---|
| 0.1 | 11/08/2017 | Draft document developed |
| 0.2 | 18/08/2017 | Amended to reflect Governance Team manager's feedback |
| 0.3 | 22/08/2017 | Amended to reflect Senior Manager of Governance Team's feedback |
| 0.4 | 12/12/2017 | Amended to reflect consultation feedback |

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