

Norfolk Island Regional Council

POLICY

HEADING: 2.01 Creating and Maintaining Council Policies and Procedures

MEETING ADOPTED: 21 December 2016

RESOLUTION NO.: 2016/131

1. Purpose / Policy Statement

- 1.1. To provide process and consistency for Norfolk Island Regional Council policies and procedures during development, implementation, monitoring and review. Policies and procedures are to be maintained centrally and be readily accessible for those that require them to undertake their roles and to interested persons.
- 1.2. Council is responsible for setting policies to administer the business and activities of Council.

2. Definitions

- 2.1. *'Responsible Officer'* means the Council employee responsible for developing, coordinating and reviewing the policy or procedure.
- 2.2. *'Review Date'* means the date a policy or procedure should be reviewed.
- 2.3. *'Council Policy'* means a written plan or general course of action that has broad application throughout the Council. A Council Policy is adopted by Council resolution and is in place until made obsolete by Council.
- 2.4. *'Procedure'* means a set of mandatory processes for staff to follow.
- 2.5. *'Policy and Procedures Register'* means the centrally maintained register for all Council policies and procedures.

3. Legal and Policy Framework

- 3.1. Chapter 9, section 223(1)(e) of the *Local Government Act 1993 (NSW)(NI)* includes that the role of the governing body is 'to develop and endorse ... policies of the council'.
- 3.2. The Norfolk Island Regional Council is transparent in decision making and Council policies are made available to the community via the internet. This also aligns with the Strategic Direction from the Community Strategic Plan 2016 - 2020 – 'An informed and accountable community'.

4. Policy and Procedure Creation and Maintenance

- 4.1. All Council policies and procedures are to go through a documented process for consideration by relevant management before policies are presented to Council for adoption, or to make a policy obsolete.
- 4.2. The Responsible Officer is to follow the 'Procedure for Creating and Maintaining Policies and Procedures'.
- 4.3. All policies and procedures are to be recorded in the Policies and Procedures Register.

5. Policy and Procedures Templates

- 5.1. Policies and procedures need to contain consistent information and have consistent formatting.

6. Periodic review

- 6.1. The Responsible Officers are responsible for keeping Council policies and procedures current and for the performance of periodic reviews to ensure Council complies with current laws, regulations and practices. Reviews should be conducted no less than every three years for policies and procedures, unless otherwise specified in legislation or other Council requirements.

7. Continuing Effect

- 7.1. Council policies and procedures will continue to remain in effect until amended or made obsolete.
- 7.2. All staff are required to read and abide by policies and procedures. Managers are to ensure staff in their area are made aware of relevant policies and procedures.

8. Emergency Policy

- 8.1. In accordance with s226 of the *Local Government Act 1993 (NSW)(NI)*, nothing in this policy restricts the role of the Mayor 'to exercise, in cases of necessity, the policy-making functions of the governing body of the council between meetings of the council'.

9. History / Revision Dates

Last Amended Date	Not applicable – new policy
Next Review Date	December 2019
History / Revisions Dates	This policy replaces 'Administration Policy and Guidelines' 2004/01