

## 2.01 – CREATING AND MAINTAINING COUNCIL POLICIES AND PROCEDURES POLICY

### 1. INTRODUCTION

The purpose of this policy is to provide process and consistency for Norfolk Island Regional Council policies and procedures during development, implementation, monitoring and review.

### 2. POLICY OBJECTIVE

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.

### 3. POLICY SCOPE

This policy applies to all Council policies and procedures.

### 4. DEFINITIONS

<b>Policy and Procedure Register</b>	the centrally maintained register for all Council policies and procedures.
<b>Policy</b>	a written plan or general course of action that has broad application throughout the Council. A Policy has a clear objective, a small number of policy elements and should have no procedural content. A Council Policy is adopted by Council resolution and is in place until amended or made obsolete by Council resolution.
<b>Procedure</b>	a set of mandatory processes for staff to follow. A procedure is approved or made obsolete by the Executive Management Team.
<b>Responsible Officer</b>	the Council employee responsible for developing, coordinating and reviewing a particular policy or procedure.
<b>Standard Operating Guideline (SOG)</b>	documents that go into a lot of detail, usually outlining each individual step a Council staff member is to take when undertaking routine or other tasks.

### 5. LEGAL AND POLICY FRAMEWORK

Chapter 9, sub-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'.

Part 3 (sections 158 – 167) of the *Local Government Act 1993* (NSW)(NI) specifically refers to the adoption of local policies concerning approvals and orders.

The Equal Employment Opportunity (EEO) Management Plan states that all relevant Council policies and procedures adhere to EEO principles.

### 6. IMPLEMENTATION

#### 6.1 Communication

Following adoption by Council, this policy will be communicated to all staff as well as made available on Council's public website.

## 6.2 Associated Documents

- 2.01.01 – Procedure – Creating and Maintaining Policies and Procedures
- Standard Operating Guideline for Updating the Policy and Procedure Register
- Policy Template
- Procedure Template
- Standard Operating Guideline Template

## 7. POLICY

### 7.1. Policy, Procedure and Standard Operating Guideline Creation and Maintenance

- 7.1.1. All Council policies 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.
- 7.1.2. The Responsible Officers are to follow the ‘Procedure for Creating and Maintaining Policies and Procedures’ and ‘Standard Operating Guideline for Updating the Policy and Procedure Register’.
- 7.1.3. All policies, procedures and SOGs are to be recorded in the Policies and Procedures Register.

### 7.2. Adoption of Local Policies Concerning Approvals and Orders

- 7.2.1. A Council may prepare a local approvals policy and a local policy for orders. These types of policies must specify certain criteria and be placed on public exhibition. The particular criterion could change in the legislation from time to time and therefore sections 158 to 167 of the *Local Government Act 1993* (NSW)(NI) should be checked to ensure legislative requirements are met if these policies are to be created for Council.

### 7.3. Templates

- 7.3.1. Policies, procedures and SOGs need to contain consistent information and have consistent formatting.

### 7.4. Periodic Review

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

### 7.5. Continuing Effect

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

### 7.6. Emergency Policy

- 7.6.1. In accordance with sub-section 226(d) 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’.

## 8. REVIEW AND VERSION CONTROL

Policy Number	2.01	Responsible Officer	Executive Manager Governance and Human Resources	
Effective Date		Next Review Date	2022	
Version Number	<b>Version</b>	<b>Resolution No.</b>	<b>Effective Date</b>	<b>Version description</b>
	V1	2016/131	21 December 2016	Developed and Adopted
	V2	2019/76	15 May 2019	Reviewed and Adopted