

2.01 – CREATING AND MAINTAINING COUNCIL POLICIES AND PROCEDURES POLICY

1 POLICY PURPOSE

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 the development and review of all Council policies and procedures by Council staff.

4 DEFINITIONS

TERM	DEFINITION
Council	Norfolk Island Regional Council
General Manager	A person who holds an appointment under section 334 of the <i>Local Government Act 1993 (NSW) (NI)</i> . This includes a person acting in this position.
Policy and Procedure Register	The centrally maintained register for all Council policies and procedures.
Policy	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.
Procedure	A set of mandatory processes for staff to follow. A procedure is approved or made obsolete by the Executive Management Team.
Staff	For the purposes of this policy includes employees and delegates such as agency staff and contractors.
Responsible Officer	A Council staff member responsible for developing, coordinating and reviewing a particular policy or procedure.
Standard Operating Guideline (SOG)	Detailed documents outlining each individual step a Council staff member is to take when undertaking routine or other tasks.

5 LEGAL AND POLICY FRAMEWORK

Legislation, Policies and Documents:

Legislation:

- *Local Government Act 1993* (NSW) (NI). Chapter 9, sub-section 223(1)(e) - includes that the role of the governing body is 'to develop and endorse policies of the council' and Part 3 (sections 158 – 167) - refers to the adoption of local policies concerning approvals and orders

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

6 IMPLEMENTATION

Communication

This policy is to be communicated to all staff as well as made available on Council's external website.

7 POLICY STATEMENT

7.1 Policy, Procedure and Standard Operating Guideline Creation and Maintenance

All Council policies are to go through a documented process for consideration by management before policies are presented to Council for adoption, change or to make a policy obsolete.

The Responsible Officer is to follow the 'Procedure for Creating and Maintaining Policies and Procedures' and 'Standard Operating Guideline for Updating the Policy and Procedure Register'.

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

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 referenced by staff to ensure legislative requirements are met if these policy types are to be created.

7.3 Templates

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

7.4 Periodic Review

Reviews should be conducted no less than every three years for policies, procedures and SOGs, unless otherwise specified in legislation or other Council requirements.

The Responsible Officers are responsible for keeping Council policies, procedures and SOGs current and also for the undertaking of periodic reviews to ensure Council complies with current laws, regulations and practices.

7.5 Continuing Effect

Council policies, procedures and SOGs will continue to remain in effect until amended or made obsolete.

All staff are required to read and comply with Council policies, procedures and SOGs. Managers are to ensure staff within their responsibility are made aware of and comply with all relevant policies, procedures and SOGs.

7.6 Emergency Review

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 MONITORING AND REPORTING

Council management is responsible for ensuring policies, procedures and SOG's are regularly reviewed and updated, including identification of policy gaps as required.

Council's Governance function will monitor compliance with this policy including coordinating and providing oversight regarding policy, procedure and SOG development and review processes.

9 REVIEW AND VERSION CONTROL

Policy Number:	2.01	Responsible Officer:	Governance Coordinator
Next Review Date:	June 2024		
Version:	Resolution Number:	Effective Date:	Description:
1.0	2016/131	21 December 2016	Developed and adopted
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3.0	2023/56	07 June 2023	Reviewed and adopted