

EM 1 – POLICY DEVELOPMENT AND REVIEW**Objective**

- To document the practice for the creation, approval and presentation of Council policies.
- To ensure policies are developed to meet legislative and organisational objectives and needs.
- To conduct timely review of policies in the light of legislative and organisational changes.

Policy

1. Council is responsible for the setting of policy by Council resolution. Adopted policy must be retained in accordance with the Council's document management practice and be readily available for public access.
2. All proposed policies must:
 - Have Council's approval or directive for the development of the policy;
 - Have documented Council's clearly stated policy objectives;
 - Indicate whether a "sunset" clause or time limit applies.
3. All policies will be presented as per this policy with all procedure/documents need to implement the policy attached and cross-referenced.
2. The delegation level required to implement the policy is to be clearly stated, with nominated responsible position where applicable.
5. Policy drafts accepted by the Council will be, where relevant, "Adopted in principle subject to public consultation". Public consultation will be undertaken in accordance with the Council's Consultation Policy. A report documenting the public response will be presented to Council for adoption.
6. Council will ensure that all policies are open to review at least every two years or as required to comply with legislative and organisational changes and to meet Council's strategic and organisational objectives.
7. The following acronyms shall be used to identify policies with relevant areas of application:
 - AD** - Administration
 - CS** - Community Services
 - EM** - Elected Members
 - FI** - Finance
 - HR** - Human Resources
 - HE** - Health
 - PB** - Planning & Building
 - WE** - Waste Management & Environment
 - WS** - Works & Services

8. Policies will be numbered sequentially as they are raised and entered into the Policy Manual once adopted by Council.

REVIEW OF POLICIES

In order to ensure consistency and relevancy of the policies, Council will have a rolling annual approach to Policy Review, with Policies to be reviewed each quarter. The officer responsible for this process is the Governance, Research, Policy and Grants Officer under the direction of the CEO. The GRPG Officer will undertake the review through consultation with Management, Employees and the Union, and thereafter the outcome of the review will be endorsed by Council.

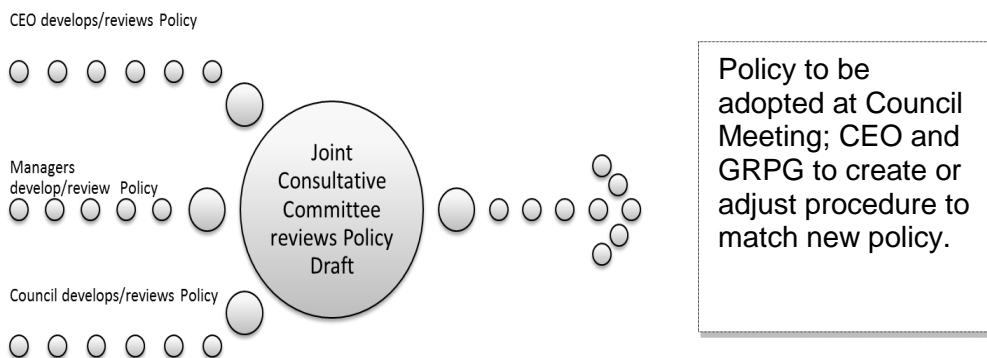
All policies will be reviewed annually or as required to comply with legislative and organisational changes and to meet Council's strategic and organisational objectives.

IMPLEMENTATION OF NEW POLICIES

In addition to new policies being submitted to Council by Management and the CEO, Council may implement new Policies at any time in order to comply with legislative requirements and to ensure the organisational goals and strategic objectives are met. Any party developing new policies will consult with employees and the union on the implementation of new policies through the Joint Consultative Committee. The same shall apply to review of Policies. In all instances, the Governance, Research, Policy and Grants Officer will be tasked to assist parties in developing or reviewing Policies as they deem fit.

New and reviewed policies will be submitted to the Joint Consultative Committee who will review with a view to make a recommendation to Council on the adoption of a new or revised Policy; Policies cannot be added to the SOCI Policy Manual without this process.

As new policies are implemented, they will be inserted to this Policy Manual as updates. The GRPG and CEO are responsible for ensuring the Policy Manual is kept up to date with new additions and that each Policy has been through the process.



AMENDED AND REVOKED POLICIES

Revoked and amended policies are to be retained as a Council record. The full text of a policy will be retained as a Council record for future reference, to ensure that actions when reviewed in later years can be substantiated, and so that should queries be raised the application of policy and any amendments can be traced. New text pages will be replaced and amended, and revoked text will be filed accordingly.

The history of the policy will be amended to show date and resolution number of the motion of the amendment. The GRPG Officer will be responsible to ensure that the Policy Manual is up to date with correct versions of each policy and for notifying staff of changes to the Policy Manual.

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| Key Performance Indicators | Extent to which new policies are developed in adherence to this policy Extent to which priorities set by Council for policy development are adhered to Extent to which policy objectives set by Council are addressed in policy development |
| Key Words | Policy development |
| Related Policies | EM3 - Community Consultation Policy |
| Related Procedures/ Documents | Policy Development Procedure |
| Delegation Level | Council |
| First Adopted by Council | 5 March 2002 |
| Resolution No. | 35/02 |
| Adoption Conditions | Nil |
| Consultation | Not required |
| Review by Council | 26 September 2017 |
| Resolution No. | 88/17 |
| Changes to Policy as a Result of Review | No substantive amendments |
| Date Document Updated | September 2017 |
| Next Review Date | September 2021 |
| FILE REFERENCE | 2.11.1 |
