

Policy Development and Review Policy

Council Policy 101



Hard copies of documents are uncontrolled and may not be current - please refer to the electronic version.

1. Purpose

The purpose of this policy is to implement sound governance practices and ensure a coordinated and uniform process when developing and reviewing council and operational policies, procedures and associated documents (PPAD) for MacDonnell Regional Council (MRC).

2. Scope

This policy applies to all PPAD as developed or reviewed by both MRC elected members and employees.

3. Objectives

The objectives of this policy are to:

- mitigate risk and support the achievement of quality outcomes for MRC;
- ensure the development and review of PPAD are guided by good governance principles; and
- to outline the process for the development and review of all PPAD as these are taken from initial proposal, first draft and approval through to implementation, record management and review.

4. Statement

PPAD are fundamental components of MRC's good governance framework and guide the achievement of strategic and operational goals and direction. They must take into account statutory, best practice, governance and quality requirements.

4.1 Classification of Policies

Council Policies

Council Policies are set by the elected Council and must be approved by elected members at council meetings. Council will develop policies to set direction and guide decision making to support MRC's vision, missions and values, achieve statutory compliance and good governance.

Operational Policies

Operational Policies are policies approved by the Chief Executive Officer (CEO) to govern aspects of operational practice that are the responsibility of the CEO rather than the elected Council.

Procedures

Procedures are approved by the CEO and document the methods, actions and steps required to support and guide the implementation of Council and Operational policies.

Associated Documents

Associated documents are approved by the CEO and include forms, registers and templates developed to support the implementation of Policies and Procedures. These documents are governed to ensure they remain compliant with relevant Policy and Procedures.

4.2 Policy Development and Management

PPAD are to be:

- compliant with all relevant laws, Council resolutions and the Regional Plan
- informed by good consultation
- written clearly and in plain English
- managed so that policies are regularly reviewed and remain up to date

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- recorded in a record management system and made available to the general public via the internet (Council Policies and Operational Policies of interest to the general public) or made available to all staff via the intranet (Operational Policies)

5. Policy Details

Replaces Policy	OP299
Responsible Directorate/Department	Corporate Services - Governance and Planning
Council Approval Date	31 August 2018
Minutes Reference	Minutes of the Ordinary Council Meeting Item 13.2
Review Cycle	Four (4) years or sooner if required.

6. Legislation and References

Related Legislation	Information Act (NT), Local Government Act (NT)
Related Policies	All Council and operational policies
Related Procedures	PR 101 – Policy Development and Review T101.1 – Council Policy Template T101.2 - Operational Policy Template T101.3 - Operational Procedure Template T101.4 – ELT Meeting Minutes Template F101.4 - Policy Proposal Form R101.1 – Policy Register
Associated Documents	Style Guide and Communications Protocols of the MacDonnell Regional Council

7. Version control

Version No	Approval Date	Policy No.	Minutes reference (previous version)
1.0		OP299	
2.0	31 August 2018	CP101	Minutes of the Ordinary Council Meeting Item 13.2