

Policy Development and Review Policy

GS01-CP (Superseded GS01-CP Policy Development & Review Policy v2)



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1. Purpose

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

2. Scope

This policy applies to all PPAD 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 is guided by good governance principles; and
- ensure the development and review of PPAD is guided by the principles of the MRC policy framework, as outlined below.

4. Definitions

The below table outlines definitions that may be considered specific to this policy, which without clarification may contain room for multiple interpretations. These definitions are provided to assist in the interpretation and implementation of all PPAD.

Approval	All PPAD must be either endorsed and/or approved according to the level of approval required as outlined in section 5.4
Consultation	Consultation is the compulsory process of meeting with identified, relevant stakeholders to seek information, advice and feedback. It must take place prior to, and during development of all PPAD. Further information related to consultation requirements may be found in the Policy Development and Review Consultation Guidelines (GS01-G1).
Responsible Director	The Director of the directorate to which the PPAD relates.

5. Statement

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

5.1 Policy Development, Review 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)

5.2 Classification of PPAD

All PPAD developed by MRC will be classified according to the level of approval required, in addition to being grouped according to their content.

5.3 Content Classifications

All PPAD developed by MRC will be classified according to its content. The below groupings broadly represent the subject matter, and all PPAD will be assigned to one of the following groupings:

- Members and Council
- Governance and Strategic Direction
- Human Resources
- Risk and Safety Management
- Finance
- Council Services
- Assets and Infrastructure
- ICT and Records Management

5.4 Document Classification and Level of Approval

All PPAD developed by MRC will be assigned a document classification according to the document type, and the level of approval required, according to the categories below:

- **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. The Executive Leadership Team (ELT) is also able to endorse Council Policies to then be approved at council meetings.
- **Operational Policies**
Operational Policies are policies approved by the ELT, headed 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 also approved by the ELT, headed by the CEO. Procedures document the methods, actions and steps required to support and guide the implementation of Council and Operational policies. Where required, procedures solely governing the conduct of elected members will require approval by the elected Council.
- **Associated Documents**
Associated documents are approved by the relevant Director, and include forms, registers, templates, manual and guidelines developed to support the implementation of Policies.
- **Procedures.** These documents are governed to ensure they remain compliant with relevant Policies and Procedures.

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6. Policy Details

Replaces Policy No: (if applicable)	GS01-CP Policy Development & Review Policy v2
Responsible Directorate/Department:	Corporate Services - Governance and Planning
Approval Date:	26 June 2020
Minutes Reference:	Resolution OC2020-071 – Item # 15.5
Review Cycle:	June 2024 - Review every four (4) years or after changes to relevant legislation or Council policy

7. Legislation and References

Related Legislation	Northern Territory Local Government Act 2019
	Northern Territory Information Act 2002
Related Policies	All Council and operational policies
Related Procedures	GS01-P1 – Policy Development and Review Procedure
Associated Documents	GS01-F1 – Policy Development Form
	GS01-F2 – Policy Proposal or Review Form
	GS01-F3 - Policy Approval Form
	GS01- F4 – Policy Amend or Rescind Form
	GS01-G1 – Policy Development and Review Consultation Guidelines
	GS01-G2 – Policy Development and Review Record Guideline
	GS01-T1 – Council Policy Template
	GS01-T2 – Operational Policy Template
	GS01-T3 – Procedure Template
	GS01-R1 – Policy Register
	GS01-R2 – ELT Policy Review Decision Register
Style Guide and Communications Protocols of the MacDonnell Regional Council	

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8. Version Control

Version No.	Approval Date	Policy No.	Minutes reference
1.	31-Aug-18	CP101	OCM Item # 13.2 – OCM2018-045
2.	31-Oct-19	GS01-CP	OCM Item # 13.1 – OCM2019-119
3.	23-Jun-20	GS01-CP	OCM Item # 15.5 – OCM2020-071