

Council Policy NB-P-01 Policy Framework

Purpose

The purpose of this policy is to establish the framework for the hierarchy, creation, amendment and review of corporate documents being Council policies, determinations and guidelines.

Policy framework overview

Council's policy framework consists of three tiers of corporate documents that inform the community on Council's strategic direction and provide guidance for Council staff on the purpose and process for undertaking particular activities.

The three tiers of documents are:

1. Council policy
2. Determination
3. Guideline

All Council policies, determinations and guidelines will be categorised by a numbering system for ease of identification.

Council policy

A Council policy is a strategic document outlining the position of Council on a particular subject matter and is adopted by Council resolution.

A Council policy:

- provides high level strategic direction;
- is linked to Council's Community Strategic Plan and/or is required by relevant legislation; and
- has community focus and/or significant public interest.

Council policies may only be adopted, amended or revoked by Council resolution.

Council policies must be reviewed once per Council term, or more frequently if required due to material changes to Council's operating environment such as legislative amendment, Council resolution or a variation to Council strategic direction.

Council will, where appropriate, adopt and implement relevant model NSW Government policies which have been prepared for local government, rather than establish discrete Council policies on the same topic.

Council policies will not simply duplicate or re-state legislative requirements but, where appropriate, may expand on Council's application of legislation.

All Council policies are published on Council's website for public inspection and recorded in Council's policy register.

Where appropriate Council will formally engage with the community in accordance with Council's Community Engagement Strategy when developing and reviewing Council policies.

Depending on the circumstances, public exhibition of a draft or revised Council policy may not be necessary (such as where the policy is only proposed to be re-adopted or is consistent with a model policy provided by the NSW Government), however Council may resolve to publicly exhibit a draft or revised policy in circumstances where it considers the likely benefit of doing so outweighs the costs and impact on resources and the associated delay.

Determination

A determination is an internal facing document providing a mandatory set of principles.

A determination:

- is operational in nature;
- does not have significant policy implications for the community; and
- provides direction to Council staff in the administration and discharge of their Council duties.

The preparation, approval and review of determinations is the responsibility of Council's Chief Executive Officer (or delegate).

The Chief Executive Officer will establish determinations following review and endorsement by the Chief Executive Team.

Determinations are to be reviewed by the Chief Executive Officer (or delegate) at least once per Council term, or more frequently if required.

Determinations are recorded in Council's policy register and published for staff on Council's intranet and will be made available to councillors as required.

Guidelines

A guideline is an internal facing document to support the implementation of a Council policy or determination.

A guideline:

- is not a stand alone document; and
- is only utilised where further information is necessary to support the implementation of policies or determinations.

The preparation, approval and review of guidelines is the responsibility of Council's Chief Executive Officer (or delegate).

Guidelines are to be reviewed by the Chief Executive Officer (or delegate) at least once per Council term, or more frequently if required.

Guidelines are recorded in Council's policy register and published for staff on Council's intranet and will be made available to councillors as required.

Scope and application

All Council officials shall have regard to this Policy Framework in relation to the development, review and revocation of Council policies, determinations, and guidelines.

References and related documents

- Community Strategic Plan
- Community Engagement Strategy

- Northern Beaches Council Code of Conduct

Community Strategic Plan

This Council policy relates to the Community Strategic Plan Outcome of:

- Good governance - Goal 19 Our Council is transparent and trusted to make decisions that reflect the values of the community.

Responsible Officer

Executive Manager Governance & Risk

Review Date

2028

Revision History

Policy number	Date	Detail	TRIM #
	15 November 2023	Draft for Council review	2023/679812
NB-P-01	28 November 2023	Adopted by Council	2023/679812