

Internal Policy Register

Policy Name	Description	Status	Last Reviewed Date	Next Review Due	Comments	Policy Owner	RAG Status
Favourable or achieved	Unfavourable – looking like it may not be achieved	Unfavourable –not achieved					
<u>Bullying and Harassment Policy</u>	Provides guidance and information to staff on how to identify, report and help prevent bullying or harassment occurring at KDC.	Approved	30/11/2015	30/11/2020	Currently under review	GM People & Capability	
<u>Code of Conduct - Staff</u>	Policy deals with the way we go about our business and provides guidance on the standards of behaviour that are to be observed to ensure that these values are upheld.	Approved	03/04/2017	03/04/2020	Currently under review	GM People & Capability	
<u>Customer Privacy Policy</u>	This Policy governs Council's collection, use and disclosure of customers personal information (as defined in the Privacy Act 1993 (Privacy Act)) and has been prepared in accordance with Council's obligations and the customers rights set out in the Privacy Act.	Approved	08/03/2018	08/03/2021		GM People & Capability	
<u>Disposal of Operational Assets Policy</u>	The objective of this policy is to provide clear guidelines on the circumstances in which operational assets may be disposed of and the methods that can be used in such disposal.	Approved	28/09/2017	28/09/2020	Will be reviewed over the next six months	GM Transformation and Engagement	
<u>EM customer queries process</u>	Outlines how Councillors will handle complaints, feedback and issues of some contention from constituents and provides clarity for Councillors, staff and the community.	Approved	30/09/2019	30/09/2022		GM Transformation and Engagement	
<u>Flexible Working Arrangements Policy</u>	This Policy supports employees with personal responsibilities, for example; family obligations, study and personal health. The policy aims to accommodate the reasonable requirements of staff members' work, life and family requirements, wherever practicable.	Approved	31/10/2016	31/10/2019	Currently under review	GM People & Capability	
<u>ICT Contractor Engagement and Exit</u>	The purpose of this policy is to ensure that risk to our systems, software and hardware is minimised and the business remains operational and that the correct processes and procedures are employed when contracting IT services.	Approved	30/06/2017	30/06/2022		GM Sustainable Growth and Investment	
<u>ICT Crime and Incident Policy</u>	The purpose of this Policy is to ensure that the impact and risks associated with an event of IT crime or a security incident are minimised and contained, in order for Kaipara District Council (KDC) to continue business as usual. This policy should be read in conjunction with all other ICT policies.	Approved	31/05/2017	30/04/2022		GM Sustainable Growth and Investment	
<u>ICT Equipment Purchases and BYOD (Bring Your Own Device)</u>	The purpose of this policy is to ensure that the correct processes and procedures are employed when purchasing, deploying, maintaining and replacing hardware and other equipment.	Approved	31/05/2017	31/05/2022		GM Sustainable Growth and Investment	
<u>ICT IT Asset Refresh Policy</u>	The purpose of this policy is to ensure that all desktop equipment is continually refreshed.	Approved	30/06/2017	31/07/2022		GM Sustainable Growth and Investment	

Internal Policy Register

<u>ICT Staff Moves, Additions and Changes</u>	The purpose of this policy is to ensure staff and contractors have access to ICT tools and systems they need to complete their work in a timely manner and ensure that the organisation has an accurate view of its ICT Equipment and Software asset base.	Approved	31/05/2017	31/05/2022		GM Sustainable Growth and Investment	
<u>ICT Staff Moves, Additions and Changes Policy</u>	The purpose of this policy is to ensure staff and contractors have access to ICT tools and systems they need to complete their work in a timely manner and ensure that the organisation has an accurate view of its ICT Equipment and Software asset base.	Approved	31/05/2017	31/05/2022		GM Sustainable Growth and Investment	
<u>IT Change Control Policy</u>	Outlines the change management process for IT changes to ensure risk and costs are controlled	Approved	19/07/2017	19/07/2022		GM Sustainable Growth and Investment	
<u>Misconduct and Disciplinary Policy</u>	Provides Staff with an understanding of what constitutes misconduct and Council's disciplinary process to manage it.	Approved	13/07/2016	13/07/2021		GM People & Capability	
<u>Mobile Phones Policy</u>	The purpose of this policy is to establish clear and consistent guidelines for the issuance and use of mobile/cell (mobile) phones to conduct official business on behalf of the Council	Approved	31/10/2016	31/10/2019	Currently under review	GM People & Capability	
<u>Parental Leave Policy</u>	This Policy outlines to all staff, Council's approach to parental leave and the obligations we have to the employee and the employee has to Council.	Approved	30/08/2016	30/08/2021		GM People & Capability	
<u>Performance Management Policy</u>	The purpose of the Performance Management Policy is to outline our procedure for resolving poor, non-effective or unsatisfactory performance via informal and formal performance management mechanisms.	Approved	31/10/2016	31/10/2019	Currently under review	GM People & Capability	
<u>Photocopier Usage Policy</u>	Outlines the access and use of the photocopiers within the organisation	Approved	27/10/2016	27/10/2021		GM People & Capability	
<u>Professional Development and Training Policy</u>	This Policy provides guidelines for administering professional development and training.	Approved	31/10/2016	31/10/2019	Currently under review. Remuneration Committee to review in future	GM People & Capability	
<u>Recruitment and Selection Policy</u>	Policy ensures all candidates applying for opportunities at Council are treated in the same way.	Approved	30/08/2016	30/08/2021		GM People & Capability	
<u>Smokefree Workplace Policy</u>	This Policy supports the health and wellbeing of their employees and, indirectly, their families/whanau through providing an environment that fully supports its employees to become and remain smokefree.	Approved	12/06/2016	12/06/2021		GM People & Capability	
<u>Staff Election Protocols</u>	Sets out requirements staff need to be aware of given their position as local authority officers.	Approved	11/06/2019	30/03/2022	Was called Staff Involvement in Political Process Policy	GM Transformation and Engagement	
<u>Staff Induction Policy</u>	To enable all new employees to become effective and efficient in their role as quickly as possible they are supported through an on-boarding programme, The New Employee Journey, which covers their first three months of employment.	Approved	30/07/2016	30/07/2021		GM People & Capability	
<u>Staff Procurement Policy</u>	Provides Council employees guidelines on their ability to access procurement benefits through their employment relationship with Council.	Approved	29/07/2014	29/07/2019	Currently under review. Next approval by Remuneration Committee	GM People & Capability	

Internal Policy Register

<u>Staff Uniform Policy</u>	The objective of this policy is to define the provision of Council-funded clothing for Council officers	Approved	06/11/2018	06/11/2023		GM People & Capability	
<u>Vehicle Procedures Policy</u>	The purpose of this Policy is to provide a guide that outlines the procedures for operating and maintaining a Council vehicle. This Policy needs to be read in conjunction with Council's Remuneration Policy and with employees individual employment agreements.	Approved	31/10/2016	31/10/2019	Currently under review	GM People & Capability	