



# Illawarra Shoalhaven Joint Organisation Policy Review Checklist September 2025

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Document	Policy Review Checklist	Author:	Roger Stephan	Approved by:	Chief Executive
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## Illawarra Shoalhaven Joint Organisation Policy Review Checklist as at September 2025

ISJO Board Policies		
Policy / Procedure Title	Review Timeframe	Notes
Charter	Within twelve months of a Local Government General Election or as determined by the Board	Discussed at August 2025 Board Meeting. No significant changes required. Minor edits and new presentation to October 2025 Board Meeting
Charities Policy	As required	Policy reviewed with minor revisions and new policy style presentation to be considered at October 2025 Board Meeting
Code of Conduct	Within twelve months of a Local Government General Election or as determined by the Board	Report to 18 August 2025 Board Meeting. Note OLG review of Model Code yet to be finalised. Once new Model Code of Conduct introduced ISJO Code will be reviewed / updated / rewritten (in the case of major change to the Model Code).
Code of Meeting Practice	Within twelve months of a Local Government General Election or as determined by the Board	Report to 18 August 2025 Board Meeting. Following the release of the new Model Code of Meeting Practice the ISJO's Code has been rewritten. To be considered by the ISJO Board at its October 2025 Meeting
Expenses and Facilities Policy	Within twelve months of a Local Government General Election or as determined by the Board	Last formally reviewed 1 December 2022. Report to 18 August 2025 Board Meeting. Policy in new Style Guide presentation to be considered at the October 2025 Board Meeting
Public Interest Disclosures Policy	Annually on 1 December	Policy rewritten on 20 May 2025 in response to passage of 2022 Act and changed requirements.

Management Policies		
Policy / Procedure Title	Review Timeframe	Notes
Asset Acquisition and Disposal Policy and Procedure	Annually on 14 September	Policy unchanged since 2022. Ongoing review of statutory requirements (LG Act and General Regulation) Policy itself reviewed and not amended 30 June 2025
Code of Business Ethics	Annually on 30 June	Policy introduced 20 November 2024. Policy reviewed and not amended 30 June 2025
Contracts Register	Reviewed on at least a monthly basis	A register of government contracts is mandatory <a href="#">open-access information</a> required under sections 6 and 18 of the GIPA Act and how this information is made available is prescribed in Part 3, Division 5 (sections 27 - 40 inclusive). Last updated 30 June 2025. Reviewed 25 September 2025 and no change required
Corporate Overheads Policy	As required	Policy introduced in 2022. Referenced in Budget Report to the Board in June 2025. To be reviewed in light of consequences of the Member Council decision to retain LGP Rebate Income (reported to Board in Committee of the Whole August 2025)
Customary Business Practice	As required	Policy introduced in 2023. Reviewed in light of outcomes of audit process for 2024/2025. No changes made
Cyber Security	Annually on 11 November	Policy introduced in 2021. Major review to be undertaken in second half of current calendar year
Delegations Register	As required	Register last updates 30 June 2025 with thresholds amended
Flexible Work Arrangements	As required / annually	Policy introduced in 2025 and to be reviewed in light of statutory, industrial and other matters

Management Policies		
Fraud Corruption and Prevention	As required / annually	Policy introduced in 2023. Review undertaken in July 2024 with no changes required. Review undertaken in July 2025. Minor changes to be put into effect (e.g. references to statutory requirements)
Gifts and Benefits	Annually on 30 June	Policy introduced in current form in 2022. Review and updated 30 June 2024. Reviewed June 2025 and no changes made
Higher Duties Allowance	As required	Policy introduced in 2023. Reviewed in September 2025 and no changes made
Information Technology Management Policy including Risk Management and Business Continuity Planning	As required	Policy introduced in 2025 and to be read with Risk Management and Document Management policies and procedures. Consideration to be given to expansion of focus to broader continuity issues
Income Management Policy	Annually on 30 June	Policy introduced 30 June 2025. Reviewed July 2025 and no changes made
Leave Policy and Procedure	Annually on 30 June	Policy introduced in current form in 2023. Reviewed 30 June 2024 and unchanged. Reviewed 2025 and unchanged
Motor Vehicle and Vehicle Allowance Policy	Annually 8 August	Policy introduced in 2022. Policy rereviewed and updated August 2025
Privacy Management Policy	Annually on 30 June	Policy introduced in 2022. No changes as a result of 2025 review
Procurement Policy	Annually on 30 June	Policy introduced in 2018. Major update 2022. Reviewed and reformatted 2024. No change to policy as a result of 2025 review (noting amendments to Delegations thresholds put in place at same time)
Psychosocial Risk Management	Annually on 30 June	Policy introduced in November 2024 in light of Safe Work requirements. No changes as a result of 2025 review
Records Management Policy	Annually on 8 August	Policy introduced in 2022. Reviewed in August 2025 and no changes made

Management Policies		
Related Parties Policy	Annually on 11 November	Required under AASB 124. Reviewed August 2025 and no changes to policy made
Risk Management Framework	Annually 11 November	Policy introduced in 2021. Provisions in relation to ARIC pending OLG formal approval of shared ARIC model. Risk Register reviewed and updated
Secondary Employment	Annually on 30 June	Policy introduced in 2024. Reviewed 2025 and unchanged
Southern Region Illegal Dumping Program Surveillance Asset Registration Policy	Annually on 30 June	Policy introduced in 2024. Reviewed 2025 and unchanged
Use of Artificial Intelligence	Annually on 30 June	Policy drafted September 2025 and to be included in October Board Papers for the Board's information
Volunteers Policy	Annually on 30 June	Policy introduced in 2024. Reviewed 2025 and unchanged
Work, Health and Safety / Reportable Incidents Policy	Annually on 8 August	Developed in context of Work, Health and Safety Act 2011 and introduced in 2022. Reviewed 2025 and unchanged
Workforce Management Plan	Annually on 30 August	Plan introduced in 2024. Reviewed in 2025 and unchanged