

STRATEGIC OUTCOME SUPPORTED: 11 - Strong, visionary leadership

1. OBJECTIVE

- 1.1. To provide direction on the development and implementation of its policies to reflect the Shire's strategic goals and to fulfil statutory requirements.

2. SCOPE

- 2.1. This policy applies to the development of new policies and the review of existing policies.
- 2.2. This does not apply to Local Planning Policies which are prepared separately under the Shire's Local Planning Scheme.

3. DEFINITIONS

- 3.1. **The Act** means the *Local Government Act 1995*.
- 3.2. **Minor amendment** means changes to language, style, formatting, etc. that do not impact on the application of the policy.
- 3.3. **Major amendment** means changes that significantly alter the Shire's position on an issue or change the strategic intent of the policy.
- 3.4. **Policy Response** means to signify when Council should opt to consider a policy approach in response to an issue.

4. POLICY STATEMENT

- 4.1. Section 2.7(2)(b) of the Act prescribes one of the roles of Council as being to determine the local government's policies.
- 4.2. Section 5.41(c) of the Act prescribes that a function of the Chief Executive Officer is to cause Council's decisions to be implemented and this includes giving effect to Council's Policies.
- 4.3. To provide a clear distinction between the role of the council and the role of the local government administration separate document classifications shall be maintained.

Document Classifications

- 4.4. Council Policy – provides for “the rationale and guiding principles of what can be done” and:
 - a. Focus on the strategic and statutory decision-making obligations of the Council; and
 - b. Set governing principles and guide the direction of the organisation to align with community values and aspirations; and
 - c. Apply to Council, Elected Members and shire employees when fulfilling their decision-making responsibilities.

- 4.5. Administration Policies – explains “how” the administration will implement or carry out that policy and:
- Are developed for administrative and operational purposes with an internal focus.
 - The CEO is the decision-maker for the approval, amendment or rescinding of these policies.
 - Elected Members are not bound by these policies.
- 4.6. Operational Procedures - a series of actions conducted in a certain order or manner to give effect to policy and:
- Are developed for administrative and operational purposes with an internal focus.
 - The CEO is the decision-maker for the approval, amendment or rescinding of these procedures.
 - Elected Members are not bound by these procedures.

Guiding Principles

- 4.7. Policies will be concise, clear, consistent and compliant.
- Concise – policies will state no more than is necessary to direct decision making and clarify expected conduct.
 - Clear – policies will be written, in plain English, to avoid ambiguity and to be easily understood by the people affected.
 - Consistent – policies will encompass and be consistent with the Shire’s strategic goals, values, risk appetite and template documents.
 - Compliant – policies will comply with all relevant compliance obligations and commitments.
- 4.8. There are three key stakeholders with differing relationships in policy development:
- Officers develop and write policies, engage the community in the policy development process.
 - Community members participate in the consultation processes to inform policy development.
 - Elected members set policies for the Shire by considering policies presented for adoption, review and rescindment.

Policy Management and Development Principles

- 4.9. A policy response will be considered where there is either complexity or lack of clarity in one or a combination of any of the following circumstances:
- Legislative requirement.
 - New or changing industry and organisational standards.
 - To meet the Shire’s strategic objectives.

COUNCIL POLICY EXE/CP- 8 POLICY FRAMEWORK



- d. Community needs or expectation.
 - e. Advocacy on issues that Council considers to be significant.
 - f. As a result of a Council resolution.
- 4.10. Further, a policy response will only be proposed where it can be demonstrated that the policy will deliver:
- a. Clarity and consistency in decision making.
 - b. Improved efficiency and effectiveness.
 - c. Improved customer / community outcomes.
- 4.11. Council policies will be developed or reviewed inline with the Shire's Community Engagement Framework.
- 4.12. All periodic policy reviews will be based on a Risk Assessment Rating.
- 4.13. All policies are to be made available on the Shire's website.

5. DELEGATION AND AUTHORISATION

5.1. NIL

6. LEGISLATION

6.1. *Local Government Act 1995*

7. POLICY VERSION

Related Policies:			
Related Procedure:	Policy Framework (Being Developed)		
Responsible Department:	Executive		
Reviewer:	Corporate Planning & Governance Officer		
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