

## 1.4 COUNCIL POLICY MANAGEMENT

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### OBJECTIVE

To provide for the documentation and maintenance of a record of policies adopted by Council.

### POLICY

#### 1. Policy Definition

Section 2.7 of the *Local Government Act 1995* prescribes part of the role of a Council is to “determine the local government’s policies.” The Act does not define the term “policy” and hence, for the purpose of this Manual, it shall mean:

*A general rule or guideline, adopted by Council, which provides a key influence in the Shire’s decision making, rendering direction for the day to day management of the subject functions within the Shire’s operations.*

Policies will provide for the more efficient and effective use of the Shire’s resources and enable the Shire to make decisions based on the principles of equity, fairness, natural justice, transparency of decision making and good government, as well as meeting statutory requirements.

#### 2. Policy Development

2.1 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:

- a. Legislative requirement;
- b. Industry standards;
- c. Organisational standards;
- d. Strategic objective; or
- e. Community need or expectation.

2.2 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; or
- c. Improved customer / community outcomes.

2.3 Where it is identified that, for purposes of effectiveness, efficiency or clarity in decision making, a new policy or policy amendment may be required, it may be initiated by either:

- a. A Council request or resolution; or
- b. An officer report to Council.

2.4 Where Council has resolved that a policy is required to be developed, the Chief Executive Officer is to cause a Council report to be prepared that considers the range of influences on the proposed policy and includes a draft policy. Policy needs which are identified through the Shire's operations will similarly be provided to Council in a comprehensive report.

### 3. Requirements for Proposed New Policies and Major Amendment to Existing Policies

3.1 Where a new policy or substantial review of an existing policy is commenced, the following key elements will be researched and considered:

- a. Statutory compliance obligations;
- b. Industry standards, codes of practice, guidelines;
- c. Risk implications;
- d. Customer/community needs and expectations;
- e. Whether it effectively integrates into the Shire's operations;
- f. Consultation, where determined appropriate;
- g. Potential resource and budget implications.

3.2 When the draft new policy or major amendment to existing policy has been prepared it is to be circulated to Councillors and senior staff seeking feedback over a minimum period of 21 days prior to inclusion in the Ordinary Council Meeting Agenda. Where feedback identifies improvements, these will be incorporated into the final draft presented for Council's consideration, and detailed within the report to Council.

### 4. Minor Amendments to Existing Policies

Where a proposed policy amendment is considered minor and does not impact on the substantive operation of the existing policy, then the requirements outlined in sub-clause 3.2 of this policy do not apply and the amendment can be provided direct to Council via a report.

Minor amendments that are required to ensure that the policy remains current and accurately reflects changes in legislation references or position titles, or changes to Council's annual Schedule of Fees and Charges or similar will be enacted by the Chief Executive Officer without reference to Council.

### 5. Determining Requirements for Policy Review

5.1 Each policy adopted is to be assessed using the following risk considerations:

- a. Implications of statutory requirements;
- b. Implications for operational effectiveness and efficiency;
- c. Potential for negative impact on:
  - (i) operational activity,
  - (ii) strategic objectives,
  - (iii) environmental/economic factors; and
  - (iv) reputation.
- d. Complex procedures or technical information; or
- e. Change is likely to occur.

## 6. Review

6.1 All Council policies will be subject to review by Council at least once every two years.

6.2 Clause 6.1 does not limit the review of individual policies on a more frequent basis if required for any reason.

### GOVERNANCE REFERENCES

<b>Statutory Compliance</b>	<i>Local Government Act 1995 – s. 2.7</i>
<b>Industry Compliance</b>	Nil
<b>Organisational Compliance</b>	Nil

### POLICY ADMINISTRATION

<b>Review Cycle</b>	2 years	<b>Next Review</b>	2021
<b>Department</b>	Office of the CEO		

<b>Version</b>	<b>Decision Reference</b>	<b>Synopsis</b>
1.	18/05/1995	Policy adopted
2.	19/04/2011	Policy reviewed
3.	21/01/2020 – Item 11.1.1	Previous Policy 1.4 repealed and new Policy adopted.