

Governance & Compliance

Development, Review and Amendment of Policies

Objective

- To ensure with regular reviews that policies remain up to date and relevant and that new policies or changes to existing policies are correctly recorded and approved.
- To enable the effective and efficient management of Council resources, and to assist staff and Council to achieve an equitable decision-making process.
- To enable the community to be aware of the reasoning behind administrative and Council decisions; and to be familiar with the philosophy behind individual decisions.

Policy

Definitions

TERM	DEFINITION
Policy	<p>A principle or value which represents Council's view on a matter and determines the way in which a matter is dealt with.</p> <p>Policies will generally only be developed if they will further the achievement of the Shire's strategic goals or contribute to the fulfilment of mandatory obligations. They are intended to give guidance to staff on what is permissible when dealing with certain matters. They guide the discretionary part of Council's decision making and form an essential step in the delegation of the Shire's powers and duties.</p>
Management Practice	<p>A series of actions conducted in a certain order or manner to perform a task.</p> <p>Management practices represent the strategies and actions by which a policy is implemented and may detail the steps and processes to be observed by staff.</p> <p>Management practices are a function of management and are subject to review at any time according to circumstances, to ensure that policies are being implemented in a correct, efficient and effective manner.</p>

Policy Manual overview

Users should be mindful of the fact that, in simple terms:

- Policy provides what can be done;
- Procedures provide for how to do it;
- Delegation provides for who can do it.

It is important to note that the Shire's adopted policies have been made to facilitate:

- Consistency and equity in decision making;
- Promptness in responding to customer needs; and
- Operational efficiency.

Policies are determined by Council and may be amended or waived according to circumstances.

This power is conveyed to Council in section 2.7(2)(b) of the *Local Government Act 1995*. Policies cannot be made in relation to those powers and duties given directly to the CEO by the Act.

The objectives of the Council's Policy Manual are:

- to provide Council with a formal written record of all policy decisions;
- to provide the staff with clear direction to enable them to respond to issues and act in accordance with Council's general direction;
- to enable Councillors to adequately handle enquiries from electors without undue reference to the staff or the Shire;
- to enable Council to maintain a continual review of Council policy decisions and to ensure they are in keeping with community expectations, current trends and circumstances;
- to enable electors to obtain immediate advice on matters of Council Policy.
- Policies are to relate to issues of an on-going nature; policy decisions on single issues are not to be recorded in the manual.

Policies should not be confused with management practices or operational procedures, which are determined by the CEO, as a mechanism for good management, and implementation of council policies.

Policy Manual Changes

Policies should be developed, reviewed or amended to ensure community expectations, current trends and circumstances have been considered.

At a minimum, Council will conduct a complete review of all policies at least every two years. It is suggested the review takes place in the March, following each October election year.

A copy of the Policy Manual, together with details of variations as they occur, shall be distributed to all Councillors and appropriate staff. The manuals are to remain the property of the Shire.

Changes to Council Policy shall be made only on;

- The outcome of the scheduled review; or
- An agenda item clearly setting out details of the proposed amendment.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Local Government Act 1995, s2.7(2)(b)

Review History

Review Due: March 2024

Date	Council Resolution	Description of review/amendment
28/06/2023	RES: 120623	V1.0. Policy amended to include further back ground and definition between policies, procedures and delegations.
Former Policy: A15 Policy Change and Review		
19/07/2000		Adoption of Policy (A15)
15/06/2011	RES: 110611	Amended
19/03/2016	RES: 130314	Amended