

DOCUMENT TYPE	Policy
TITLE	POLICY MANAGEMENT
NUMBER:	POL-1014

PURPOSE

To provide a clear direction to Council and Shire Administration on the management of Shire of Wyndham East Kimberley policy decisions.

DEFINITIONS

Policy A general rule, 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.

POLICY STATEMENTS

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 Shire of Wyndham East Kimberley determines a policy to be general rules or principles, adopted by the Council to provide clear direction to Shire Administration for the day-to-day management of the local government, to be applied in the exercise of a function under which authorisation may, or is to be given or authorised or give direction to the Shire to align with community values and aspirations.

Policies set a guiding direction for the management of the Shire and establish a fair and cohesive approach to solving issues. Policies help to ensure fair and equitable decisions are made and that strategies are established and understood by all.

Policies adopted by the Shire of Wyndham East Kimberley will enable the more efficient and effective use of the Shire's resources and will enable Employees and the Council to make decisions based on the principles of equity, fairness, natural justice, transparency of decision making and good governance as well as meeting statutory requirements."

OBJECTIVES

- To provide the Shire with a record of policy decisions.
- To provide staff with guidelines in which to act in accordance with Council's direction.
- To enable staff to act promptly in accordance with Council's requirements, but without continual reference to Council.
- To enable Councillors to adequately handle enquiries from electors without undue reference to the staff or the Council.
- To enable the Shire to maintain a structured review of Council Policies and to ensure they are in keeping with statutory requirements, community needs current trends and circumstances.
- To enable the Community to obtain immediate advice on matters of Council Policy.

POLICY DEVELOPMENT

A Policy response will be considered where there is either a complexity or lack of clarity in one or a combination of any of the following circumstances:

1. Legislative requirement;
2. Industry standards;
3. Organisational standards;
4. Strategic objective; or
5. Community need or expectation.

A policy will only be proposed where it can be demonstrated that it will deliver clarity and consistency in decision-making, improved efficiency, effectiveness, or improved community outcomes. The initiation of a policy requires either a resolution of Council or a comprehensive Officer report to Council. Where Council has resolved to initiate the development of a policy the Chief Executive Officer is to cause a Council report to be prepared.

NEW POLICIES AND MAJOR AMENDMENTS

Where a new policy, review of an existing policy is commenced, the following key elements must be considered:

1. Statutory compliance obligations
2. Industry standards, codes of practice, guidelines
3. Risk implications
4. Customer / community needs and expectations
5. Whether it effectively integrates in the Shires operations
6. External stakeholder consultation, where determined appropriate
7. Internal stakeholder consultation
8. Potential resource and budget implications

MINOR AMENDMENTS TO EXISTING POLICIES

Where amendments are required for any of the reasons listed below, provided the amendments do not alter the substantive operation of the policy, the amendments can be approved by the CEO without referral to Council:

1. Changes in legislative references
2. Changes required from an Emergency Declaration
3. Changes in Shire position titles
4. Changes in the administrative arrangements of State and Federal Governments
5. Change in Shire document titles
6. Changes to correct grammar or typographical errors
7. The increase of the Consumer Price Index on financial arrangements within a policy

POLICY AMENDMENT IN AN EMERGENCY

The Chief Executive Officer may make a minor amendment to an existing policy, in discussion with the Shire President and in line with any approved emergency policy, for the purpose of ensuring that policy does not conflict within any emergency declarations issued by the State Government.

POLICY REVIEW

All policies shall be reviewed at minimum every five years and a report presented to Council detailing the proposed changes. This does not however limit the review of individual policies

during the year if identified as requiring review or amendment prior to the due date or if required by legislation.

All policies should be assessed for review based on the following requirements;

1. Implications of statutory requirements;
2. Implications for operational effectiveness and efficiency;
3. Potential for negative impact on; operational activity, strategic objectives, environmental / economic factors, reputation
4. Complex procedures or technical information; or
5. Change is likely to occur

Adoption of Council Policies shall be done in accordance with Regulation 10 of the *Local Government (Administration) Regulations 1996* with all decisions to be carried by an Absolute Majority of Council.

EXPLANATORY NOTES

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.” This policy therefore seeks to provide clear direction to Council and Shire Administration on the management of policy at the Shire of Wyndham East Kimberley.

RISK

Risk: Failure to develop appropriate, meaningful policies which enable the administration to perform in an effective and efficient way.

Control: Review policies and procedures in accordance with review schedule.

DOCUMENT AND VERSION CONTROL

Responsible Directorate		Office of the CEO	
Responsible Officer		Executive Officer to the CEO	
Statutory References		Local Government Act 1995 Section 2.7 Local Government (Administration) Regulations 1996 Regulation 10	
Related Documents		DIR-1012 Policy Management	
Amendment History (Adoption and last 3 amendments)			
Version	Date Issued - Resolution Number	Item #	Description of Change
1.0	11/12/2018 - 115896	12.2.4	Council Adoption
1.1	01/11/2023 – CEO019	--	Reference Updates as per POL-1014 Policy Management (previously CP-GOV-3112)
Date of Next Review		December 2023	