

Policy Number:	ADM 27
Policy Type:	Administration
Policy Name:	Council Policy Framework
Policy Owner:	Chief Executive Officer
Date of Approval	24 April 2025
Council Resolution #	240425.9

POLICY STATEMENT

The Shire of Nannup (the Shire) is committed to facilitating informed, consistent, and transparent decision-making in the development, review, and rescission of Council policies.

OBJECTIVE AND PURPOSE

The Shire’s Policy Framework outlines the principles, procedures and responsibilities for the development, review and rescission of policies by the Shire.

Policies provide the Council and employees with the ability and direction to make decisions that are consistent and unbiased and clarifies the way the Shire undertakes or requires others to undertake certain works or activities.

The Framework also ensures that Elected Members are effectively engaged with all aspects of policy development and review.

DEFINITIONS

Council Policy	A formal statement to guide decision-making and to ensure consistency, transparency and accountability in governance. They have a strategic external focus and align with the mission, vision, and strategic direction of the Shire.
Elected Member	Means a person elected under the Act as a member of the council and includes the Shire President.
Employee	Anyone employed by the Shire under the Act in accordance with the relevant award or contract of employment.
Executive Instruction	Support administrative and operational requirements and have an internal focus. A directive, procedure or business rule adopted by the Chief Executive Officer in line with the functions provided under section 5.41 of the <i>Local Government Act 1995</i> (the Act).

SCOPE

This Policy applies to all employees, Elected Members and stakeholders involved in the development, review and rescission of Shire of Nannup policies.

IMPLICATIONS

In alignment with the Shire's Strategic Community Plan:

“6.4 We are one: We will strive to make decisions and deliver outcomes that are in the best interest of the majority of the community.”

IMPLEMENTATION

1. Policy Development

Policies are developed in response to legislative requirements, strategic priorities, or operational needs. They should be:

- consistent with the Shire's strategic priorities; values and risk appetite;
- comply with relevant legislation and any state policies and schemes;
- written in plain English and convey clear and concise direction.

The policy format provided for in **Appendix A** is to be used, except in the case of:

- a policy established under any Local Planning Scheme; or
- a policy the format of which is determined under legislation.

Every Council Policy is to be recorded in the Shire's record management system, published on the Shire's website.

2. Consultation

Effective consultation with Elected Member is key to developing well-informed, transparent, and widely supported policies.

Elected Members should be engaged at the outset about the policy issue and objectives. Administration will seek preliminary input before drafting begins to understand Council's priorities which may be established through a Concept or Strategic Forum or through discussions held between the CEO and Elected Members.

Consultation may also require engagement with relevant statutory and regulatory agencies and any other key stakeholders (including preliminary community engagement if required).

Draft policy documents will be presented to Council for approval and authorisation.

3. Review of Council Policies

The CEO is to ensure every Council Policy is reviewed at least once every three years or more often if determined by a risk assessment.

The CEO is to develop an ongoing policy review regime to ensure that the review of policies is undertaken efficiently across the course of the normal Council business.

The rescission of policies is to be undertaken as part of this review process or more frequently if the CEO considers it to be necessary.

The outcome of each policy document review is to be presented to Council. This includes a review which results in no recommended change to the document content.

If minor amendments to a policy document are required these can be made administratively by the Executive. Minor amendments are amendments that are not of a substantive nature (do not change the intent of the document) and include grammatical and formatting changes, changes to positions, titles or organisation structure and legislative references or requirements.

Any substantial amendments require the approval of Council in the same manner as a new policy document which may include community consultation.

4. Executive Instructions

The CEO is to develop and maintain a suite of Executive Instructions that underpin and give effect to Council Policies and the operational functions of the Shire generally. Executive Instructions are the sole responsibility of the CEO.

AUTHORITIES AND ACCOUNTABILITIES

The Executive Manager Corporate Services is responsible for implementation of this policy in collaboration with relevant managers.

ROLES AND RESPONSIBILITIES

The CEO is responsible for the establishment of a Policy Development and Review process. Council is responsible for approving all new and reviewed Council Policies and the repeal of Council Policies.

DISPUTE RESOLUTION

All disputes regarding this policy will be referred to the Chief Executive Officer in the first instance. If an agreement cannot be reached, the matter will be submitted to the Council for a ruling.

EVALUATION AND REVIEW

This policy shall be reviewed every three years. The effectiveness of the policy will be determined by the number of Council Policies being reviewed prior to their review date.

RELATED DOCUMENTS

Council Policy Template – Appendix 1

REFERENCES

Local Government Act 1995

RESPONSIBILITY FOR IMPLEMENTATION

Executive Manager Corporate Services

Version OCM Ref. #	Date:	Next Review	ECM Reference #
1. 11.5	24 April 2025	April 2028	ADM9 - INT25/7E18EFB4
2.			
3.			