

ATTACHMENT 1

Policy Number:	ADM27 - INT 25/7E18EFB4
Policy Type:	Administration
Policy Name:	Council Policy Development and Review Framework
Policy Owner:	Chief Executive Officer
Date of Approval	
Council Resolution #	

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.			
2.			
3.			

SHIRE OF NANNUP – Council Policy



Policy Number:	
Policy Type:	i.e. Finance
Policy Name:	
Policy Owner:	Chief Executive Officer
Date of Approval	
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POLICY STATEMENT

The aim of the policy in terms of outcomes sought. It should be a brief statement of “what” the policy is intended to accomplish and be general enough to provide some flexibility in implementation.

Ideally should not exceed one sentence, for example:-

“The Shire of Nannup (Shire) is committed to providing fair and equitable access to high quality facilities which contribute to creating healthy, safe and connected communities.”

OBJECTIVE AND PURPOSE

An outcome or objective that the Shire aims to achieve and the general measures that will achieve the policy statement. For example:

Objective

“The objective of this policy is to ensure that community facilities are used in a manner that aligns with the Shire’s priorities and provides benefits for the local community.”

Purpose

“The purpose of this policy is to:-

- outline principles of hire and use which allow an appropriate return for the Shire;*
- describe types and levels of facility use to ensure appropriate activation of facilities; and defines categories of use.”*

DEFINITIONS

Policies should be precise and easy to understand and some terms will need to be defined to clarify meaning, however the policy should attempt to convey messages in simple yet precise terms; excessive definitions may make a policy document unreadable or subject it to greater scrutiny.

In this section, define all terms used within the policy that are reasonably required by readers to understand the meaning of the policy. Defined terms do not need to be bolded in the policy document

SHIRE OF NANNUP – Council Policy



Term	Means

SCOPE

Who this policy applies to for example: 'developers', 'users of the Shire's facilities, community groups applying for grants and donations' for example:

"This policy applies to casual annual and seasonal hire of facilities owned or managed by the Shire excluding those that are leased or are subject to a"

This policy does not apply to"

Additionally, whether there are any exceptions or exclusions etc. that apply.

IMPLICATIONS

All Council policies should align with the Shire's Strategic Community Plan (SCP).

Include the relevant objective from the SCP that the Policy aligns with and detail how the policy will contribute to the achievement of that objective. Some policies will require the use of additional resources (people, funds or materials) for their effective implementation.

It is the responsibility of the policy maker to demonstrate that resources are available to meet the current policy objectives (i.e. five year financial plan, service unit plan, etc). Legislative implications (i.e. national competition issues, local laws, acts and regulations) should also be detailed.

IMPLEMENTATION

A succinct description of "how" the policy is to be implemented and stakeholders involvement. Who will be responsible for various parts of the implementation of the policy?

AUTHORITIES AND ACCOUNTABILITIES

Identify whether there is a requirement for Council to delegate or authorise a decision-making function to the CEO for efficiencies.

In the case of a delegated function (i.e. the function is legislatively conferred to the local government), a separate recommendation to the Policy adoption report should be provided to formally delegate the function. Please contact Governance for assistance.

Authorisations can be extended through policy and in this case the reference should state "The CEO or his nominee is authorised to" . This provides discretion to the CEO to decide whether to confer this function to an employee. In this case, there is a requirement for a formal "Letter of Authorisation" to be provided by the CEO to the nominated person. Please contact Governance for assistance.

ROLES AND RESPONSIBILITIES

The policy should identify the responsible person for the enforcement or compliance of the policy and for interpretations in the event of the need for clarification.

DISPUTE RESOLUTION (if applicable)

For example: All disputes in regard to this policy will be referred to the (Insert name) in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the CEO for a ruling.

EVALUATION AND REVIEW

The adopted policy should be evaluated as to its effectiveness in achieving its outcomes.

Include clear and measurable objectives to assist with the review. Identify how the effectiveness of the policy will be established, including developing and listing key performance indicators to ensure that the policy is meeting objectives and accountability requirements.

In normal circumstances the responsible officer should be notified 6 months prior to the expiry date as a reminder to advise that the document requires review.

RELATED DOCUMENTS

State any related Documents: It is possible that there are other policies or guidelines that complement, supplement, or help explain the provisions contained within the current policy. Also list other related documents such as forms, check list etc.

REFERENCES

References to other policies and citations to legislation can improve the usefulness of the policy.

RESPONSIBILITY FOR IMPLEMENTATION

Insert responsible officer and contact person if not the same as responsible officer.

Version OCM Ref. #	Date:	Next Review	ECM Reference #
1.			
2.			
3.			