

CP.62 Policy Framework

<i>Responsible Department</i>	Chief Executive Officer Office
<i>Resolution Number</i>	C.5148
<i>Resolution Date</i>	16/10/2024
<i>Next Scheduled Review</i>	2026/2027
<i>Related Shire Documents</i>	Council Plan 2022-2032 Delegated Authority Register Authorisation Register Shire processes
<i>Related Legislation</i>	Section 2.7(2)(b), Local Government Act 1995

OBJECTIVE

To establish a structure to organise policy documentation into groupings and categories to aid administration.

The Shire of Northam (the Shire) is governed by a range of legislation and regulations which it must comply with. The Shire has also developed a range of Local Laws for the good governance of the Shire.

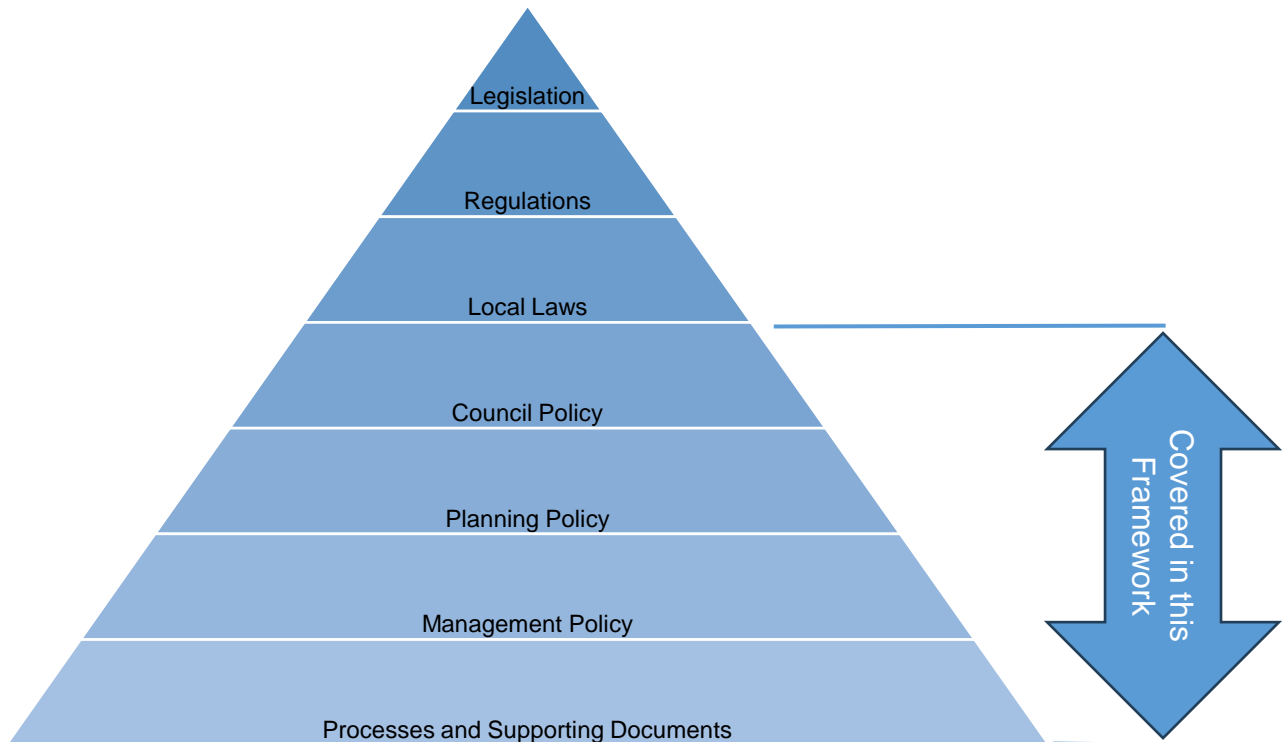
Policies are a means for the Shire to further regulate its activities by setting out principles and rules that must be followed when undertaking its activities.

This policy outlines the requirements relating to the development, adoption and review of Council, Planning and Management Policies and processes ensuring they:

- are developed in a consultative, comprehensive and uniform manner;
- are consistent with, and meet the compliance requirements of legislation;
- do not duplicate legislation;
- are written in plain English and easy to understand;
- are aligned with the Shire's core values;
- provide a clear understanding of the Council and management expectations;
- assign responsibility and accountability for development, review and approval;
- support strategies outlined in the Council Plan.

SCOPE

The diagram below shows the scope and hierarchy of documents within this Policy Framework.



POLICY

1. Definitions

Council Policy is to:

- Set out Council's strategic position, viewpoints and values, and assists in decision-making relating to matters that impact on and are of concern to the community or Council Members (external focus); or
- Are documents prepared under statutory instruments. In such cases, the legal effect of the policy will be documented in the "Related Legislation".

They are intended to limit discretion in dealing with particular matters, ensure decisions are made consistently and compliantly, and are equitable and impartial.

They assist with the achievement of the Council Plan and other strategic documents in addition to risk management.

Council Policies are not intended to replicate legislative requirements but may provide controls along with legislation, local laws, delegations and authorisations.

Delegation as detailed in the Shire of Northam Delegated Authority Register.

Planning Policy is to be developed in accordance with State Planning Policy Framework and the Shire of Northam Local Planning Scheme No.6 (LPS6).

Management Policy relates to administrative and operational matters to ensure consistency and good governance (internal focus).

Management Policies are an important component of internal governance, providing principles for the control of activity and decision making relevant to the Chief Executive Officer's duties for managing the day to day operations of the local government [s.5.41(d) *Local Government Act 1995*].

Process is a high-level view of the sequence of tasks which produces a consistent and repeatable approach to accomplish an end product or service. The process should take into consideration customer outcomes and handover points across business units. The Policy defines what needs to be done and the process defines how this is to be done.

1. Policy Framework

The Council, through the adoption of this Framework, has established the following level of policy:

1. Council Policy

- a) 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:
 - i. Legislative requirement;
 - ii. Industry standards;
 - iii. Organisational standards;
 - iv. Strategic objective; or
 - v. Community need or expectation.
- b) 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.
- c) Council Policies must be supported by at least one documented process in the Shire's process mapping software.
- d) Council Policies must be approved, amended or revoked by resolution of Council [s.2.7(2)(b) of the *Local Government Act 1995*].
- e) Council Policies and supporting document/processes must be reviewed once every two financial years or as otherwise determined by the Chief Executive Officer or changes to relevant legislation.

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- f) Where a policy is proposed to be adopted, amended or revoked, a workshop must be scheduled with Council prior to an Ordinary Council Meeting for adoption. Where minor amendments or a revocation of policy are proposed, these may be undertaken through consultation via the Councillor Portal. Subject to there being no significant comments from Council Members, or a request to workshop the policy, these minor amendments or a revocation may be presented to an Ordinary Council Meeting for adoption without the requirement to schedule a workshop.

2. Planning Policy

- a) Planning policies adopted under LPS6 must be approved, amended or revoked by resolution of Council.
- b) The development of Planning Policies must be in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*, Schedule 2 - Deemed provisions for local planning schemes, Part 2 – Local planning framework Clauses 3 & 4.
- c) The amendment or revocation of planning policies must be in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*, Schedule 2 - Deemed provisions for local planning schemes, Part 2 – Local planning framework Clauses 5 & 6.
- d) Where a policy is proposed to be adopted, amended or revoked, a workshop must be scheduled with Council prior to an Ordinary Council Meeting for adoption. Where minor amendment or a revocation of policy are proposed, these may be undertaken through consultation via the Councillor Portal. Subject to there being no significant comments from Council Members, or a request to workshop the policy, these minor amendments or a revocation may be presented to an Ordinary Council Meeting for adoption without the requirement to schedule a workshop.
- e) Planning Policies must be supported by at least one documented process in in the Shire's process mapping software.
- f) Planning Policies and supporting document/processes must be reviewed once every two financial years or as otherwise determined by the Chief Executive Officer or changes to relevant legislation.

3. Management Policy

- a) The Chief Executive Officer is the decision maker for the adoption, amendment or revoking of Management Policies.
- b) Management Policies apply only to employees (and where appropriate contractors and/or volunteers) of the Shire of Northam. Council Members are not bound by or subject to Management Policies.