

Council Policy

Strategic Policy Framework



POLICY OBJECTIVES

To ensure that all policies created within the Shire are relevant, clear, consistent, authorised at the correct level and reflective of good governance across the district.

POLICY SCOPE

This policy applies to all employees and Councillors involved in the development, preparation and adoption of policies to manage the operations of the Shire.

POLICY DETAIL

The Shire of Narembreen will operate with three layers of documentation to govern its operations and practices to maintain longevity and ensure standardised service delivery to the community in line with conventional best practice.

These layers are:

- Council Policy
- Executive Policy
- Procedures/Manuals

Council Policy

Council Policies must be adopted by Council and provide the Chief Executive Officer (CEO) with high level rules/limits/boundaries in respect to decision making and actions to be undertaken by the local government.

With the exception of a Council Policy established under a Town Planning Scheme, legislative framework or Australian Standard which determines the policy format, all policies must use the below format:

1. Council Policy Title – this is to be included within the header with the Shire logo to ensure it carries across all pages of the Policy.
2. Policy Objective – this is to outline the key reason why the policy is being developed in the first place and the benefit of having it in place.
3. Policy Scope – this determines who the policy is to apply to i.e. is it being set to govern councillor actions or employee actions
4. Policy Detail – this is where the actual content of the policy is to be included.
5. Definitions – if any acronyms or technical terminology is used within the policy then it should be defined within this section.
6. Related Legislation – this is where any Act or legislative framework that is linked to the Policy would be listed and where possible specific sections should be referenced.
7. Other Related Policies/Key Documents – this will detail and other related council or executive policies or key documents that guide the implementation of the policy.
8. Delegated Authority – detail any delegated authorities that need to align with the policy.
9. Review Date – the date the Council Policy is due for review.
10. History – details of original adoption date and previous revisions.

All Council Policies must be recorded in ADM541 and reviewed at a minimum every 3 years.

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All Council Policies are to be considered in their own right and the Shire must maintain a list of all adopted policies and when they are next due for review.

Once a Council Policy has been adopted it must be published on the Shire website to improve transparency and understanding of Shire practices.

In order to add rigour to the Council Policy process the Shire will implement a public consultation process for the adoption of new or significantly amended council policies. Public consultation will be for a minimum of 14 days and the Shire will notify the community via a notice placed on the Shire's website, in the Fencepost and where appropriate on the Shire's social media platforms.

Outlined below is a standard process that will be followed by the Shire for the development and adoption of new or substantially amended Council Policies:

- i. Need for Policy or review identified
- ii. Draft Policy developed
- iii. Draft Policy reviewed by CEO
- iv. Draft Policy submitted to Council with a report outlining the reasoning behind the policy and requesting approval to develop further/undergo public consultation
- v. Draft Policy revised based on public consultation
- vi. Report submitted to Council outlining the results of public consultation, any changes made since the initial draft and requesting formal adoption.
- vii. After adoption the list of Council Policies must be updated to keep an accurate measure of what policies are in place or due for review.

Executive Policy

An Executive Policy must be adopted by the CEO and establish a whole of organisation approach to operational practices. Executive Policies may be used to:

- Specify in detail how the administration will carry out, apply or action a Council Policy
- Establish a minimum standard or rule to be applied across the organisation in areas such as Information Communication Technology and Human Resources to ensure there is a consistent approach.

Executive Policies are created as internal documents for operational purposes and do not require Council adoption, however Councillors can request a list of Executive Policies in place at any time and for the CEO to provide guidance on the rules in place, if necessary.

The CEO is to determine the format and content of Executive Policies but they must be reviewed at a minimum every 3 years.

Procedures/Manuals

The CEO is to encourage all employees to establish and keep up to date, appropriate procedures/manuals that detail the key processes, operations and activities conducted within their position on a day to day basis. This will provide the Shire with a record of operational practices and allow for an open transfer of knowledge and business continuity where necessary.

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DEFINITIONS

Nil

RELATED LEGISLATION

Local Government Act 1995 – Section 2.7 and Section 5.41

OTHER RELATED POLICIES/KEY DOCUMENTS

Nil

DELEGATED AUTHORITY

Nil

REVIEW DATE

April 2022

HISTORY

Adopted:	17 April 2019	MIN:	6826/19
Reviewed:	xxxxxxx	MIN:	xxxx/xx
Reviewed:	xxxxxxx	MIN:	xxxx/xx