
CGP029 – Policy Development and Review

1. Intention

To provide the principles and standards which govern the development, management, and approval of policies and ensure Council are effectively engaged in all aspects of the policy development and review process.

2. Scope

This policy covers council policies and local planning policies, adopted by a resolution of Council under either the *Local Government Act 1995* or the *Planning and Development (Local Planning Schemes) Regulations 2015*.

3. Definitions

Unless otherwise stated, policy terms are defined under section 1.4 – Terms used, of the *Local Government Act 1995*. Definitions are subject to any *Local Government Act 1995* amendments which may occur over time.

Where policies relate to legislation other than the *Local Government Act 1995* or reference a section of the *Local Government Act 1995* which specifies alternative terms, key term definitions may be noted within the policy document.

4. Statement

Council policies reflect the current strategic positions of Council and provide direction to further the Shire's strategic goals, strengthen the governance of the Shire's operations and/or fulfil statutory requirements.

Documented council policies enable the effective and efficient management of Shire resources and support the community to understand the reasoning behind Council's consistency in decision-making and its outcomes.

A policy is not binding on Council but provides a guideline for Elected Members and employees in determining individual applications and requests. Generally, policies evolve from issues that come before Council and should continue to evolve through regular reviews.

The Shire has policies to guide both its direction and operation, and Local Planning Policies prepared in respect of any matter related to the planning and development of the local planning scheme area.

In principle, a policy should;

- be written in plain English and convey clear, concise, and consistent direction;
- identify responsible officers and teams to facilitate implementation of the policy objectives;
- ensure consistent consultation with Elected Members and management; and
- link supporting documentation.

Council Policies

These are high-level strategic policies that set governing principles and guide the direction of the organisation to align with community values and aspirations. These policies have a strategic and/or external focus and align with the mission, vision, and strategic direction of the Shire.

Council policies are generally reviewed every three (3) years, or as per statutory requirements.

Local Planning Policies

Local Planning Policies are prepared, amended, adopted, and revoked by Council, using the procedures set out in Clauses 3, 4, 5 and 6 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

They are intended to be used to guide Council's discretion when making decisions on planning proposals. Council considers each application on its individual merit, having regard for a broad range of planning considerations, including any relevant Local Planning Policy.

Local Planning Policies do not bind Council in respect of any application for planning approval. Council is however required to have due regard to the provision of Local Planning Policies and the objectives which the policy is designed to achieve before making its decision.

Management Practices

Although not a Council-adopted policy, management practices are an important component of internal governance, providing principles for the control of activity and decision making relevant to the Chief Executive Officer (CEO)'s duties for managing the day-to-day operations of the Shire. The CEO and Executive Team are therefore the decision makers for the adoption, amendment, or repeal of management practices.

Management Practices are developed by officers and reviewed and approved by the CEO and Executive Team. They can be amended by management at any time to ensure practices and processes remain relevant, effective, and pragmatic.

As they only apply to employees (and where appropriate contractors) of the Shire of Waroona, the Council and the Elected Members are not bound by or subject to Management Practices.

4.1 New Policy Development

The development of a new policy may result from any of the following cases:

- Council, by resolution, has requested that a policy be developed.
- A new statutory requirement under the *Local Government Act 1995* and any of its subsidiary legislation, or any other Act;
- Provide further guidance on a legislative requirement;
- Response to community needs, expectations, values or aspirations;
- The Strategic Community Plan or Corporate Business Plan identifies the need for a new policy;
- New or changing industry standards; or
- The CEO identifies the need for a policy.

The initiation of a policy will require the presentation of a written report to Council following the Shire's prescribed council agenda item format. Policies are adopted by Council as part of Council business.

4.2 Format and Content

Council Policies are developed using a standard Shire policy template which contains the following components:

1. **Policy number and title**, allocated in accordance with the Shire's policy naming convention
2. **Intention**
3. **Scope**
4. **Definitions** (optional)
5. **Statement**
6. **Legislative and Strategic Context**

7. Review
8. Associated Documents
9. Document control

This format is intended to be used as a guide and additional headings may be added as required to suit the objective and type of policy being developed.

Legislative policies, including Local Planning Policies, may have a prescribed format and are to be composed in accordance with clauses 3, 4 and 5 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* or relevant legislation.

4.3 Policy Amendment, Review and Repeal

A policy review may be initiated on or prior to the recommended Policy review date in response to the following:

- A request made to the CEO by one or more Elected Members;
- A change to regulatory requirements;
- Officer recommendation to the CEO; or
- Within a six-month period following an Ordinary Election.

A Council Policy is to be reviewed on a three-yearly basis from the date of last review unless statutory requirements, or Council, determine otherwise.

Officers may recommend the repeal of policies which are no longer relevant, contain obsolete processes, or would be more appropriately documented as a Management Practice.

Council approval of the repeal of any policy is required.

4.4 Community Consultation

Council may request consultation with the community in relation to new or amended Council Policies via local advertising pursuant to section 1.7 of the *Local Government Act 1995*.

Consultation for local planning policies shall be consistent with the provisions of Clauses 4, 5 and 6 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

4.5 Policy Development and Review Process

The following diagram illustrates the policy development and review process.

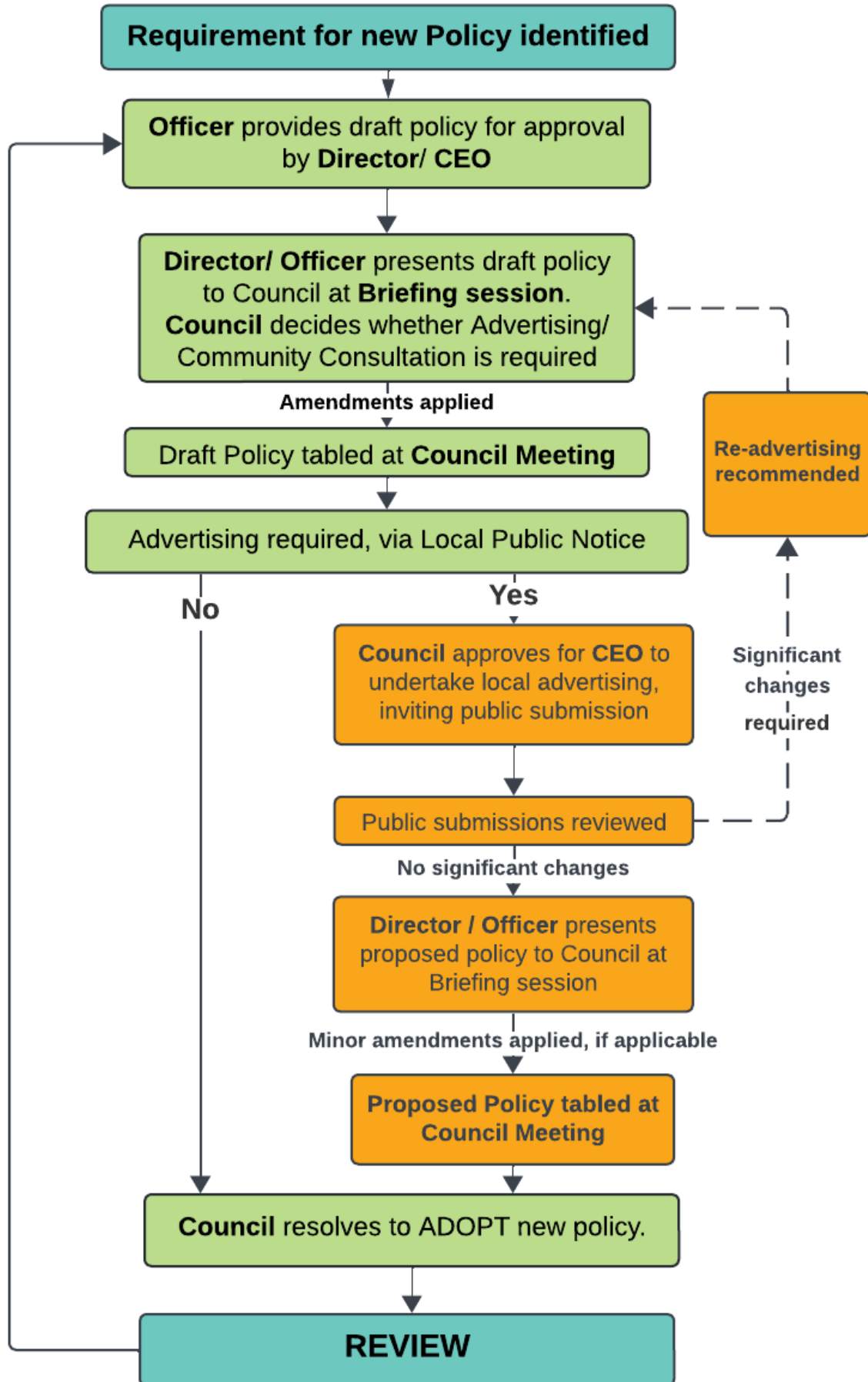


Diagram 1. Policy development and review process

5. Responsibilities

Council

- Determine the local government's policies in accordance with section 2.7(2)(b) of the *Local Government Act 1995*. *Note: some policies required under legislation require an absolute majority decision of Council.*

CEO and Executive Team

- Reviews draft policies and provides commentary and recommendations to Council.
- Communication of changes in regulatory requirements for the development of a new policy, following introduction of new Legislation or amendments to existing Legislation.
- Oversees the development and approval of Management Practices

Officers

- Development of all policies
- Coordination of policy review schedule and process

6. Legislative and Strategic Context

- *Local Government Act 1995* section 2.7(2)(b)
- *Planning and Development (Local Planning Schemes) Regulations 2015* - Schedule 2, Part 2, cl. 3, 4, 5 and 6.

7. Review

This policy is to be reviewed triennially.

8. Associated Documents

All Shire of Waroona policies, as adopted by Council.

Division	Corporate & Governance				
Policy Number	CGP029				
Contact Officer	Chief Executive Officer				
Related Legislation	<ul style="list-style-type: none"> • Local Government Act 1995 • Planning and Development (Local Planning Schemes) Regulations 2015 				
Related Shire Documents	<ul style="list-style-type: none"> • All Council Policies and Local Planning Policies 				
Risk Rating	Low	Review Frequency	Triennially	Next Review	June 2027
Date Adopted	28/05/2024			OCM24/05/074	

Amendments		
Date	Details of Amendment	Reference
		<resolution number>
Previous Policies		
Nil		

