1.29   Council Policy Framework

Objective

The objective of this policy to facilitate decision-making relevant to the development, review and revocation of policies by the Shire of East Pilbara that is informed, consistent and transparent.

Scope

This Policy applies to all employees, Council Members and stakeholders involved in the development, review and revocation of a Shire of East Pilbara ("Shire") Council Policies.

Definitions

Council Policy means a set of principles, guidelines or business rules adopted by the Council with the objective of informing consistent decision-making, to achieve rational, lawful and sensible outcomes on specific issues.

Council Member means a person elected under the *Local Government Act 1995* ("the Act") as a member of the council of the local government and includes the President of the local government

Employee means any person employed by the Shire under the Act in accordance with the relevant award or contract of employment.

Organisational Directive means a directive, procedure or business rule adopted by the Chief Executive Officer in line with the functions provided under section 5.41 of the Act.

Policy

The Shire and its Council is committed to facilitating informed, consistent, and transparent decision-making in the development, review, and revocation of Council policies. Council Policies reflect the current strategic positions of Council and provide direction to further enhance the strategic goals and / or to meet statutory requirements. Policies can also provide detail on the way the Shire undertakes, or requires others to undertake, certain works or activities. Policies should not replicate legislation or regulations in force.

Access, Format and Review

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

a.   a policy established under any Local Planning Scheme; or

b.   a policy the format of which is determined under legislation.

Every Council Policy is to be:

a.   recorded in the Shire's record management system.

b.   published on the Shire's website; and

c.   reviewed at a minimum of once every four years, or as prescribed in each Council Policy.

Engagement with Council Members

The making, review and revocation of a Council Policy is a fundamental role of the Council, provided for under section 2.7 of the Act, which states that "Council shall determine the local government's policies". The Council should be engaged when deciding upon the need for a policy and the principles, provisions, guidelines or business rules that might be contained in a policy, subject to the advice of the Chief Executive Officer.

The Chief Executive Officer may facilitate Council workshop to assist and inform the Chief Executive Officer in the development of the draft policy prior to it being considered for adoption at a Council meeting.

Engagement with Stakeholders

Engagement with relevant stakeholders in the policy development phase is important in achieving the "greater participation in decision making and accountability to the community" intended under the Act.

Officers' reports relating to the development of new policies should propose and explain the nature and extent of stakeholder engagement that will be undertaken as part of the process.

The outcomes of any stakeholder engagement are to be considered by the Council when determining the final adoption of a policy.

Development and Review of Policies

The following principles will be applied in policy development and review:

- Policies will be consistent with the Shire's strategic goals, values, risk framework and policy template.
- Policies will be concise and state no more than is necessary to direct decision making and clarify expected outcomes.
- Policies will be clear and written in plain English to avoid ambiguity and to be easily understood by the reader.

Policy development and review should consider the following elements in the preparation of new and reviewed policy for Council's consideration:

- Statutory compliance obligations;
- Industry standards, codes of practice, guidelines;
- Risk implications;
- Customer / community needs and expectations;
- Whether it effectively integrates within the Shire's operations;
- External stakeholder consultation (eg. community members)
- Internal stakeholder consultation (including relevant Employees and Council Members);
- Potential resource and budget implications; and
- The Shire's Strategic Community Plan.

The Chief Executive Officer is to ensure every Council Policy is reviewed at least once every four years or more often as required by each Council Policy. Policy review periods should be based upon a risk assessment or any statutory requirements in place.

The Chief Executive Officer is to develop an ongoing policy review program to ensure that the review of policies is undertaken efficiently and in an orderly fashion across the course of the normal Council business.

The revocation of policies is to be undertaken as part of this review process or more frequently if the Chief Executive Officer considers it to be necessary.

Organisational Directives

The Chief Executive Officer is to develop and maintain a suite of Organisational Directives that underpin and give effect to the Council Policies and the operational functions of the Shire generally.

The development, review and revocation of an Organisation Directive is the sole responsibility of the Chief Executive Officer.

Authorisation Details

References:	*Sections 1.3(2) and 2.7(2)(b) of the Local Government Act 1995*		
Authorised by:	Council		
Date:	2 May 2025	**Minute No.**	2025/129
Review/Amendment Date		**Minute No.**	
Next Review	Following each ordinary election		
Responsible Directorate	Executive Services		
Responsible Officer	Manager Governance, Risk and Procurement		
File No.			

Appendix A

x.x Policy Title

Objective

Provide a short statement on the objective of the policy.

Scope

Provide details for whom the Policy applies, for example, all employees, Council Members and stakeholders

Definitions

Term means … define the term, listed in alphabetical order

Policy

1. Provide Policy statement. Use numbers if appropriate/useful

Other Headings

1. Use this space and continue using headings if appropriate/useful. Numbering can also be used.

    a. This sub numbering can also be used. Use the numbering function in Word.

    b. Don't forget to ask the Governance for assistance if you get stuck.

Authorisation Details

References:	*Provide any Statutory, Regulatory or Policy related documents*		
Authorised by:	Council		
Date:		Minute No.	
Review/Amendment Date		Minute No.	
Next Review	Annually		
Responsible Directorate			
Responsible Officer			
File No.			