

1.8 POLICY DEVELOPMENT AND ADOPTION

Policy Number	1.8	Date Commenced	17/04/2013
Date Adopted	16/04/2013	Resolution Number	16/04/2013/010
Review Timeframe	4 years		
Last Review Date		Next Scheduled Review Date	April 2016
Policy Responsibility	Council and Chief Executive Officer		

Document History

Version	Date Amended	Details Comments e.g. Resolution Number

OBJECTIVE

To ensure that policies developed are carefully considered in reference to Council's aims and objectives, do not contradict other policies and meet statutory and regulatory requirements.

POLICY STATEMENT

Policies adopted by Council will enable the more efficient and effective use of the Shire's resources and will enable staff and Council to make decisions based on the principles of equity, fairness, natural justice, transparency of decision making and good government as well as meeting statutory requirements. New policy development shall incorporate consultation with:

- elected members;
- appropriate senior executive staff;
- statutory and regulatory requirements; and
- any other stakeholders relevant to the policy proposal.

Where a matter for consideration by Council has longer term policy impacts, the appropriate staff shall develop a policy for Council consideration. Where feasible, this will be undertaken in conjunction with the matter under consideration. If Council requests the development of a new policy, a background report outlining principles and issues of the policy proposal shall be prepared together with a draft policy (if appropriate) for Council consideration.

Policies are to relate to issues of an on-going nature. Decisions on single issues are not to be recorded in the manual.

The process for developing a new policy will be as follows:

1. the Council determines that a policy should be developed;
2. the Chief Executive Officer designates responsibility for draft preparation;
3. the draft considered by senior executive officers for consideration;
4. the revised draft presented to Council's Corporate Discussion Session for consideration; and
5. requires a full Council decision by simple majority; *except*
6. if the policy contains a delegation of power, then the policy must be adopted by absolute majority, the delegation recorded in the Delegation Register and the policy incorporated into the Delegations Register.

Changes to Council policy shall be made only on:

- a) Notice of motion

OR

- b) An agenda item clearly setting out details of the new or amended policy.

Time Frames for Policy Review

Review time frames for each Council policy to be determined at the time the policy is presented to Council for adoption and included in the policy document along with the next scheduled review date.