

## COUNCIL POLICY FRAMEWORK

<b>Responsible Directorate:</b>	<i>Office of the CEO</i>
<b>Responsible Service Unit:</b>	<i>Governance and Legal</i>
<b>Date of Approval:</b>	<i>12 November 2024</i>
<b>Council Resolution No:</b>	CE03-11/24

### 1. POLICY STATEMENT

The City of Wanneroo (**the City**) is committed to facilitating informed, consistent, and transparent decision-making in the development, review, and rescission of Council policies.

### 2. OBJECTIVE AND PURPOSE

#### Objective

The objective of this policy to facilitate decision-making relevant to the development, review and rescission of policies by the City of Wanneroo that is informed, consistent and transparent.

#### Purpose

The purpose of this policy is to ensure Council Members are effectively engaged with all aspects of policy development and review.

### 3. KEY DEFINITIONS

<b>CEO Directive</b>	A directive, procedure or business rule adopted by the Chief Executive Officer in line with the functions provided under section 5.41 of the <i>Local Government Act 1995</i> (the <b>Act</b> );
<b>Council Policy</b>	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.
<b>Council Member</b>	Means a person elected under the LG Act as a member of the council of the local government and includes the Mayor or president of the local government
<b>Employee</b>	Anyone employed by the City under the Act in accordance with the relevant award or contract of employment.

#### 4. SCOPE

This Policy applies to all employees, Council Members and stakeholders involved in the development, review and rescission of a City of Wanneroo Council policies.

#### 5. IMPLICATIONS

Priority 7.1 Clear direction and decision making:-

*“The City of Wanneroo will have a clear plan for the future and be able to demonstrate successful results. Decision-making will focus on achieving the best outcomes and be in line with the Vision, Goals and Priorities informed by the community.”*

#### 6. IMPLEMENTATION

##### 6.1 Access, Format and Review

The policy format 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 City’s record management system.
- (b) published on the City’s website; and
- (c) reviewed at a minimum of once every three years.

##### 6.2 Engagement with Council Members

The making, review and rescission of a Council Policy is a fundamental role of the Council under section 2.7 of the Act. That section provides that a “*Council shall determine the local government’s policies*”. Therefore, the Council should be comprehensively engaged when deciding upon the need for a policy and the principles, provisions, guidelines or business rules that might be contained in a policy. The Policy Review Committee has been created under section 5.8 of the Act to review minor revision or rescission of existing Council policies.

If, in the opinion of the Chief Executive Officer (**CEO**), or if the Council directs that there is a need to consider a new policy, then a discussion paper is to be developed by the CEO. The discussion paper is to be in the format provided for in **Appendix B** and the discussion paper is to be used to inform a facilitated Council workshop. The workshop is to be convened in line with the City’s Ordinary Council Meetings and Forums of Council Policy.

The outcomes of the facilitated workshop are to be used to assist and inform the CEO in the development of the draft policy prior to it being considered for adoption at a Council meeting.

### **6.3 Engagement with Stakeholders**

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

Discussion papers and officers’ reports relating to the development of new policies must propose and explain the nature and extent of stakeholder engagement that will be undertaken as part of the process.

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

### **6.4 Review of Council Policies**

The CEO is to ensure every Council Policy is reviewed at least once every three years or more often if determined by a risk assessment.

The CEO is to develop an ongoing policy review regime to ensure that the review of policies is undertaken efficiently and evenly across the course of the normal Council business.

The rescission of policies is to be undertaken as part of this review process or more frequently if the CEO considers it to be necessary.

Any minor review or rescission of an existing Council Policy must be submitted to the Policy Review Committee for review. Any major review to an existing Council Policy is to be presented to a Concept Forum.

### **6.5 CEO Directives**

The CEO is to develop and maintain a suite of CEO Directives that underpin and give effect to the Council Policies and the operational functions of the City generally.

A CEO Directive is the sole responsibility of the CEO.

## **7. AUTHORITIES AND ACCOUNTABILITIES**

The Executive Manager Governance and Legal is responsible for implementation of this policy in collaboration with relevant service unit managers.

## **8. ROLES AND RESPONSIBILITIES**

The CEO is responsible for the establishment of a Policy Development and Review process.

The Policy Review Committee is responsible for approving rescissions and minor reviews to existing Council Policies.

Council is responsible approving all new Council Policies.

## 9. DISPUTE RESOLUTION (if applicable)

All disputes regarding this policy will be referred to the Chief Executive Officer in the first instance. If an agreement cannot be reached, the matter will be submitted to the Council for a ruling.

## 10. EVALUATION AND REVIEW

This policy shall be reviewed every three years.

The effectiveness of the policy will be determined by the number of Council Policies being reviewed prior to their review date.

## 11. RELATED DOCUMENTS

- Ordinary Council Meetings and Forums Council Policy
- Council Policy Template
- Policy Review Committee Terms of Reference

## 12. REFERENCES

Section 1.3 (2) provides that the Act is intended to result in:

- better decision making by local governments;
- greater **community participation** in the decisions and affairs of local governments; and
- greater **accountability** of local governments to their communities.

Section 2.7 of the Act provides that a council shall:

- govern the affairs and measure the performance of the local government; and
- oversee the allocation of resources and **determine the local government's policies**.

## 13. RESPONSIBILITY FOR IMPLEMENTATION

Executive Manager Governance and Legal.

### REVISION HISTORY

Version	Next Review	Record No.
1	November 2027	24/352510

**APPENDIX A**

Council Policy Format (Template - 20/38280):

- Policy Name
- Adoption Date
- Council Resolution Number
- Policy Statement
- Policy Objective
- Key Definitions
- Policy Scope
- Implications
- Implementation
- Authorities and Accountabilities
- Roles and Responsibilities
- Dispute Resolution
- Evaluation and Review
- Related Documents
- References
- Responsibility for Implementation
- Revision History
- Review Date

**APPENDIX B**

Discussion Paper Format:

- Subject Matter
- Executive Summary
- Background
- Proposed Policy Approach
- Alternative Options
- Recommended Stakeholder Engagement
- Legislative / Strategic / Financial / Risk Implications