

Strategic Outcome Supported: 10 – Effective governance and partnerships.

OBJECTIVE

1. To establish the principles, classifications, responsibilities and governance requirements for the development, approval, implementation, review and management of Council policies, ensuring they support the Shire's strategic objectives and statutory obligations.

SCOPE

2. This policy applies to the development of new policies and the review of existing policies.
3. This does not apply to Local Planning Policies which are prepared separately under the Shire's Local Planning Scheme.

DEFINITIONS

4. **The Act** means the *Local Government Act 1995*.
5. **CEO** means Chief Executive Officer.
6. **Minor amendment** means changes to language, style, formatting, etc. that do not impact on the application of the policy.
7. **Major amendment** means changes that significantly alter the Shire's position on an issue or change the strategic intent of the policy.
8. **Policy Response** means a determination that a formal Council Policy is required to provide strategic direction, establish principles, or support consistent decision-making in relation to a specific issue or matter. .
9. **Shire** means Shire of Donnybrook Balingup.
10. **Volunteer** means a person formally engaged, authorised or recognised by the Shire to undertake unpaid duties on behalf of the Shire and does not include contractors, consultants or service providers engaged under a commercial arrangement.

POLICY STATEMENTS

11. *The Local Government Act 1995* recognises the role of Council in determining the local government's policies.
12. *The Local Government Act 1995* recognises the role of the Chief Executive Officer in implementing Council decisions, including giving effect to Council Policies.
13. To provide a clear distinction between the role of the council and the role of the local government administration, separate document classifications shall be maintained.

Document Classifications

14. Council Policies – provide for “the rationale and guiding principles of what can be done” and:
 - a. Focus on the strategic and statutory decision-making obligations of the Council;
 - b. Set governing principles and guide the direction of the organisation to align with community values and aspirations; and
 - c. Apply to Council, Elected Members and Shire employees when fulfilling their decision-making responsibilities.
15. Administration Policies – explain “how” the administration will implement or carry out that policy and:
 - a. Are developed for administrative and operational purposes with an internal focus;
 - b. The CEO is the decision-maker for the approval, amendment or rescinding of these policies;
 - c. Elected Members are not bound by these policies; and
 - d. Can apply to employees and volunteers of the Shire as well as contractors and service providers engaged by the Shire.
16. Operational Procedures - a series of actions conducted in a certain order or manner to give effect to policy and:
 - a. Are developed for administrative and operational purposes with an internal focus;
 - b. Managers and or Directors are the decision-maker for the approval, amendment or rescinding of these procedures;
 - c. Elected Members are not bound by these procedures; and
 - d. Can apply to employees and volunteers of the Shire as well as contractors and service providers engaged by the Shire.

Responsibilities

17. Council is responsible for the adoption, amendment and rescission of Council policies.
18. The Chief Executive Officer is responsible for implementing Council policies and ensuring they are reviewed as required.
19. Policy Owners are responsible for drafting, monitoring and initiating reviews of assigned policies.
20. Community Members and Stakeholders may contribute to policy development through consultation processes undertaken in accordance with the Community Engagement Framework.

Guiding Principles

21. Policies will be concise, clear, consistent and compliant.
 - a. Concise – policies will state no more than is necessary to direct decision making and clarify expected conduct.

- b. Clear – policies will be written, in plain English, to avoid ambiguity and to be easily understood by the people affected.
- c. Consistent – policies will encompass and be consistent with the Shire’s strategic goals, values, risk appetite and template documents.
- d. Compliant – policies will comply with all relevant compliance obligations and commitments.

Policy Management and Development Principles

- 22. A policy response may be considered where one or more of the following circumstances exist and a formal policy is required to provide strategic direction, establish governing principles, support legislative compliance, or promote consistent decision-making:
 - a. Legislative or regulatory requirements.
 - b. New or changing industry governance or organisational standards.
 - c. To support the achievement of the Shire’s strategic objectives.
 - d. Emerging or changing community needs, expectations or priorities.
 - e. Advocacy on matters that Council considers significant.
 - f. A resolution of Council.
- 23. A policy response will only be proposed where it can be demonstrated that the policy will contribute to one or more of the following outcomes:
 - a. Improved clarity, transparency and consistency in decision making.
 - b. Effective governance and management of risk.
 - c. Improved efficiency and effectiveness of service delivery or operations.
 - d. Enhanced outcomes for the community, customers and stakeholders.
 - e. Compliance with legislation or regulatory obligations.
- 24. Council policies will be developed or reviewed in a manner consistent with the Shire’s Community Engagement Framework.
- 25. Policies will be assigned a risk rating which may influence the review frequency. Council may review policies earlier where legislative, operational or strategic circumstances warrant.
- 26. All Council policies are to be made available on the Shire’s website.

DELEGATION AND AUTHORISATION

- 27. Nil.

Policy Management

Shire of Donnybrook Balingup Council Policy EXE/CP-8



LEGISLATION

- *Local Government Act 1995*
- *Local Government (Administration) Regulations 1996*
- *State Records Act 2000*

APPENDIX

28. Nil.

GOVERNANCE

Related Policy(s):

- Nil.

Related Procedure(s):

- Nil.

Revision Requirements and Version Control:

Responsible Department(s):		Executive		
Review to be conducted by:		Executive Manager Corporate		
Revision Frequency:		☐ Annual (1yr)	☐ Triennial (3yr)	☒ Quinquennially (5yr)
Current Version Date:		23/09/2026		Next Due: 09/2031
Policy Version Details and Information:				
#:	Synopsis:	Date:	Ref.:	Record:
1	Initial creation and adoption of Policy.	22/09/2021	155/21	NPP7502
2	Transferred to new template and reviewed with amendments throughout.	23/09/2026	174/09-26	MONARCH-1594159990-94