



COUNCIL POLICY MANAGEMENT FRAMEWORK POLICY

1. PURPOSE

This policy sets out principles and expectations for the development and management of Council's policies.

2. SCOPE

This policy applies to all Shire of Derby / West Kimberley policies made under the *Local Government Act 1995 (WA)*. Administrative controls, including management practices, guidelines and procedures must also be consistent with this policy.

3. DEFINITIONS

For the purpose of this policy —

guideline means a document that supports the interpretation of a policy, often by providing examples to demonstrate how the policy and supplementary documents should be applied.

policy means a written statement of Council's position on a matter adopted under the *Local Government Act 1995 (WA)*.

4. POLICY STATEMENT

Under the *Local Government Act 1995 (WA)* section 2.7, one of the roles of Council is to determine the policies of the local government.

Policies provide strategic direction and principles to guide the activities of and decision making by Council and the administration.

The administration will develop and maintain such supplementary documents as are necessary to ensure effective implementation of policies.

5. PRINCIPLES FOR POLICY DEVELOPMENT

A policy response may be considered where there is complexity or lack of clarity in one or more of the following circumstances:

1. Statutory requirements
2. Industry standards
3. Community need or expectations
4. A resolution by Council
5. The Shire's strategic objectives

A policy will be adopted where it is demonstrated the policy will provide:

1. Clarity and consistency in operations or decision-making
2. Greater efficiency
3. Improved customer or community outcomes

All policies must:

1. Be applied consistently across the organisation, unless stated otherwise
2. Support and represent the Shire's values and strategic objectives
3. Consider relevant stakeholders
4. Comply with statutory requirements
5. Be consistent with other policies, resolutions and local laws
6. Assign a responsible officer to administer the policy



7. Be made available on the Shire's website within 14 days of being adopted by Council.
8. If necessary, a guideline may be developed to support the interpretation of a policy. Guidelines are to be appended to the relevant policy and adopted by Council.
9. All supplementary documents must be consistent with the relevant policies, local laws and other relevant statutory and administrative requirements.

6. PRINCIPLES FOR POLICY MANAGEMENT

Policies will be reviewed periodically to ensure they remain relevant and fit-for-purpose.

Policies will be assessed in accordance with the Shire's Risk Management Framework and the frequency of review will occur every two years unless legislated otherwise.

A policy may be reviewed, amended or rescinded at any time by resolution of Council outside the set review cycle if it is considered necessary. The administration will maintain a register of all policies and supplementary documents.

The administration will update relevant internal controls to reflect the review, amendment or rescission of a policy within 30 days of the decision being adopted by Council, if practical.

The administration may make the following types of minor, inconsequential amendments to the Shire's policies, without the requirement to present those minor amendments to Council for adoption:

- a. Style, formatting and numbering of policies;
- b. Correction of spelling and grammatical errors;
- c. The updating of references in relation to operational procedural documents, legislation and Australian and New Zealand Standards; and
- d. The updating of position titles to reflect the current organisational structure.

| Policy Details | | | |
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| Original Adoption date: | 27 November 2025 | Review Frequency (Annual/Bi-ennial): | 2 years |
| | | Next Review Due: | November 2027 |
| Policy Implementing Officer or Team: | Governance | Policy Reviewer: | Director Corporate Services |
| Legislative Head of Power (Act, Regulation, or Local Law): | Local Government Act 1995 (WA) s2.7(2)(b) | | |
| Related Documents (other Policies, Operational Procedures, Delegations, etc.): | | | |
| Version Control Council Meeting Review Details: | | | |
| Review #: | Council Meeting Date: | Item/Resolution#: | |
| 1. | 27 November 2025 | 14.1 Res. 46/25 | |