Council Policy (WCC.015)

Policy Development & Review

Responsible Officer: General Manager

Date of Issue: May 2023

Review Date: June 2025

Version	Document produced	Approved by GM	Policies Repealed	Approved by Council
1	01 Feb 2018	27 Feb 2018	Nil	27 Feb 2018
2	July 2019	August 2019	WCC.004 Policy Framework	27 August 2019
3	July 2021	July 2021	Wcc.014 Policy Development & Review V2	27 July 2021
Note		New policy review process implemented. Result – new policy numbering & modified review dates.		26 October 2021
4	May 2023	May 2023	WCC.015 Policy Development & Review	May 2023

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1 Purpose

This policy aims to provide clear framework that will assist Council to develop and review Council and Corporate Policies.

By providing clear guidelines and structure, partnered with ethical leadership and consistent service delivery, we aim to build strong foundations on which the West Coast Council will continue to deliver enhanced outcomes for the West Coast.

2 Objectives

This policy seeks to provide West Coast Council with the framework required to develop and review Council and Corporate Policies.

3 Scope

This policy relates to relevant Councillors, General Manager, Council staff and Contracted Staff of the West Coast Council.

4 Policy

4.1 Policy Development or Review

The development or review of Council and Corporate policy and procedures may result from:

- recognition of a need (including statutory requirements);
- a change in strategy or circumstance;
- the regular cycle of policy development;
- issues in implementing or interpreting polices or gaps in the policy coverage.

Policy development needs to:

- be relevant to current Council operations and practices;
- comply with legislation and other regulatory requirements;
- be consistent with Councils *West Coast Community Plan 2025* and *Corporate Plan 2020-2030* and set the course for the foreseeable future;
- be able to be implemented effectively;
- be consistent with policy format and layout;
- demonstrate transparency and process to stakeholders and the community;
- communicate clear concise guidelines for Council's Staff and Councillors;
- identify the responsibilities of staff; contractors and others;
- identify the policy review date;

Policies will be developed and reviewed by the department Manager in conjunction with the General Manager.

4.2 Framework for Policy Development or Review

Step 1) Assess

- Policies will be reviewed in advance of the nominated review date and in line with the policy schedule, or as required.

- Confirm the requirements for a new policy or amendments to an existing policy.

- Gather the background information on the issue to determine if a policy is required.

- Review the existing legislative or regulatory requirements.

- Check the existing policy which may cover the issue and could be amended to address the change.

- Consult with Council's Management Team regarding the requirement for a new policy and to ensure the issues do not overlap with other documents under development; polices maybe suggested for cancellation at this stage.

- Determine where the policy fits within the Council's Policy framework.

- Establish the key principles which may apply to the policy issue.

- Consider the issues of implementation for the proposed policy.

Step 2) Research

- Explore the issues in detail and collate required information.
- Clarify any terminology.
- Benchmark against other similar organisations where appropriate.

Step 3) Draft

- The Draft policy is to be prepared by the Responsible Manager.

- Use the appropriate Policy Template (Council or Corporate).

- Adhere to the principles set out in the policy framework.

- Adhere to Council's formatting and style standard.

- Be clear about the actions required, ensure the actions are practical and can be implemented.

- Prepare the draft policy document and liaise with all the departments who will be responsible for implementing the policy to establish timeframes and the mechanism for implementation.

Step 4) Consult

- Make the draft policy document available to relevant stakeholders for comment if required.

- Obtain legal advice if required.

- Collate feedback information to amend final draft where appropriate.

Step 5) Review

- The Responsible Manager is to undertake the review process prior to the policy review due date as per the policy schedule, or as required.

- The Responsible Manager is to drive the review process of an existing policy or the implementation of a new Policy seeking feedback from the Management Team, relevant Council staff, Councilors and stakeholders as required.

- The Responsible Manager is to submit the Draft Policy and supporting documents (Report to Council) to the General Manager for approval. The General Manager will determine if the policy requires Council approval (Council policy) or is to be approved by the General Manager (Corporate Policy).

- The nominated Responsible Manager is to prepare the Draft (Council) Policy and relevant documentation (Report to Council) for review and consideration by Council at a Council Meeting.

- If a new policy or amendments are required, commence process at **Step 1) Assess**.

Step 6) Approve

- The Draft (Council) Policy document and relevant supporting documents (Report to Council) will be presented to Council for approval and endorsement, or the Council may defer to a future Council Workshop for further review.

- If further review at a Council Workshop is required, then the draft policy and report will be resubmitted to Council for approval and adoption at an alternative Council meeting.

Step 7) Implement

- The Governance department will communicate the policy to Council Staff via Council communications as appropriate (email, newsletter, website, or staff meetings), advising of any impact expected by policy implementation.

- Managers are to ensure that staff members have access to the policies, and they are communicated via the relevant tool box, safety and Team Leader meetings.

- Advise relevant stakeholders (committees, advisory groups) of the policy and any expected impact, as required.

Step 8) Access & Control of Policy Council & Corporate Polices

- The General Manager will designate a Policy Officer, responsible for monitoring policies.

- A copy of the approved policy is to be stored by the Policy Officer, in the Council database and added to the Policy Register with a hard copy of the policy stored in the Policy Folder.

- The Policy Officer will make available for access by staff, a PDF copy of the approved policies.

  The approved policies can be found in **P-Drive- 01. Polices folder**.

- The Policy Officer will maintain a policy register, identifying each current policy, the approval date and the review date.

  (Only current policies are to be kept in this folder. Superseded and repealed polices will be stored separately)

- Approved (Council) Policies are to be uploaded to the Council Website by the Policy Officer, for public viewing where appropriate.

- Corporate policies should only be uploaded to the Council Website upon direction from the General Manager.

- Council and Corporate Policies are to be monitored by the Policy Officer and flagged for review prior to the review due date and forwarded to the Responsible Manager for review action.

5 Legislation and Related Documents

Local Government Act 1993

West Coast Community Plan 2025 and Supplement Document

West Coast Council Corporate Plan 2020-2030