

1/031 Policy Framework

1.0 Objective

This framework aims to establish clear guidelines for policy governance, operational procedures, and compliance, ensuring transparency, accountability, and efficiency in service delivery and resource management.

2.0 Purpose

To provide the principles and standards for the development and management of policies and ensure the Council are effectively engaged in in all aspects of the process.

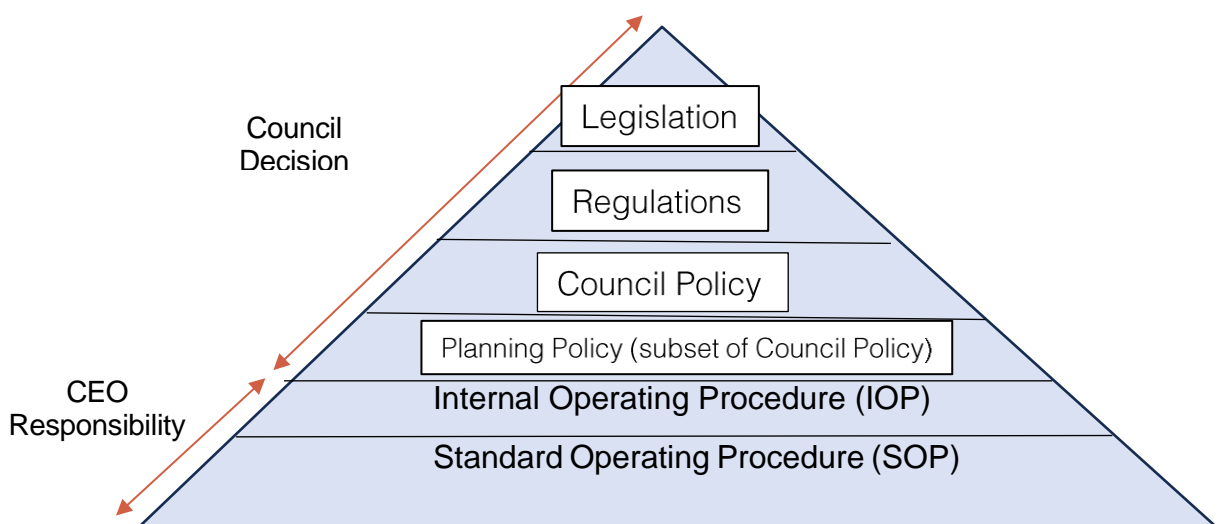
The framework:

1. Identifies the hierarchy of governing documents
2. Sets out the requirements for developing policies and procedures
3. Provides the roles and responsibilities for development, approval, publication, and review.

The framework will assist Town of Port Hedland to govern effectively, provide quality services, and engage with its community when required, in alignment with the Local Government Act 1995 and subsequent regulations.

3.0 Policy Statement

The diagram below shows the hierarchy of policy documents within the policy framework:



The Town has a range of policies, referred to as Council Policies. These policies may be supported by Internal Operating Procedures and/or Standard Operating Procedures.

3.1 Council Policy

Section 2.7(2)(b) of *Local Government Act 1995* prescribes that a primary function of the Council is determining the local government's policies.

Council policies focus on the strategic and statutory decision-making obligations of the Council.

The policy may relate to an Express Power or Duty or a matter that is non-statutory and entirely discretionary.

A Council policy decision will impact the Local Government's strategic, financial or operational resources and may also impact service levels provided to the community.

Care must be taken to ensure that Council Policy does not cross over into the statutory functions and responsibilities of the CEO for the day-to-day operations of the Local Government

Council policies apply to Council, Elected Members and employees when fulfilling their decision-making responsibilities.

A guideline may be developed to support the interpretation and implementation of a Council policy.

3.2 Planning Policy

Planning policies are a subset of Council policies that assist with the administration of the Town of Port Hedland Planning Scheme No. 7 (LPS7). Planning policies adopted under LPS7 are approved by Council.

The Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2 - Deemed provisions for local planning schemes, Part 2 – Local planning framework Clauses 3 & 4 outline the process to adopt a Local planning policy. Clauses 5 & 6 detail the procedure to amend or revoke a local planning policy

3.3 Internal Operating Procedures (IOPs)

The IOP consist of standards and guidelines related to operational matters which govern the day-to-day operations of the Town and does not require Council approval. IOPs are approved by the Executive Leadership Team (ELT). **Prior to approval IOPs are reviewed at a SLT Briefing, so that Managers have oversight of proposed updates and changes.** IOPs do not require Council approval and are not for public comment or publication as they are internally focused.

3.4 Standard Operating Procedures (SOPs)

SOPs are the steps undertaken to implement a policy or IOP to undertake specific tasks in a business unit. SOPS should be prescriptive but able to be amended by the relevant Director or Manger as outlined in the SOP. SOPs are approved by relevant business unit director or manager.

3.5 Policy Format

Council Policies will be drafted in the following format:

1. Policy name
2. Objective
3. Purpose
4. Policy Statement
5. Application
6. Document control box

3.6 Application

3.6.1 Policy Development and Review Timelines

The process to develop a new Council policy may be initiated by a decision of the Council through a Councillor notice of motion, or through a formal decision of the ELT where the Administration has identified the need for a Council policy.

The initiation of a new Policy will require the development of a discussion paper that outlines:

- The situation(background), showing the need for the policy, and a draft objective for the policy.
- How the policy objectives will align with the *Town's Strategic Community Plan 2022-32* to which this policy relates.
- Available approaches, precedents, risks and issues.
- The level of consultation/community engagement that may be required.
- An assessment of where the policy may sit in the policy framework and any need for a guideline.
- Review timeframe.
- Any financial impacts, including impact on adopted budgeted or Long-Term Financial Plan.

The discussion paper should be presented to the Council at a workshop within three months or as agreed between the Council and CEO.

3.6.2 Council Policy schedule

- Policy paper provided to Senior Leadership Team (SLT) and ELT per meeting timeframes and requirements.

- Draft policy documents and report to Council Meeting for support per the Governance Ordinary Council Meeting timeframe.
- Draft policy documents published on Town website for 21-day community consultation period if required.
- Development of final draft policy documents.
- Final draft policy documents, summary of community submissions and report presented to Council Meeting for adoption, per Governance Ordinary Council Meeting timeframe.

3.7 Review Timeline

Policies shall be periodically reviewed and updated as necessary to reflect changes in legislation, community needs, or organisational priorities.

Council policies and IOPs will be allocated a risk rating which determines the review period.

Risk rating	Review timeframe
Extreme or high	Annually
Medium	Biannually
Low	Four yearly

A Policy review schedule will be maintained and made available to the Council.

An out-of-schedule Policy review may be initiated by a decision of the Council through a Councillor notice of motion.

Directorate	Corporate Services
Relevant legislation	The Local Government Act 1995 section 2.7(2)(b) states the Council is to determine the local government's policies.
Delegated authority	Nil
Business unit	Corporate Services - Governance

<i>Governance to complete this section</i>			
Version Control	Version No.	Resolution No.	Adoption date
	V01	CM202425/140	25 Sep 2024
Review frequency	Annually		