

Shire of Wiluna Policy Manual

THE POLICY REGISTER

POLICY 1.1

1. Policy Statement

It is the policy of the Council to maintain an up-to-date online register that records the various current policies of the Council (“the Register”). The register is to be kept in the “Public” section of the Shire’s Electronic Document Management and Retrieval System (EDMRS) and be accessible to Councillors, Shire Officers and the public through a Quicklink on the Homepage of the Shire of Wiluna’s official website.

2. Policy Objectives

The objectives of the online register of current Shire Policies are:

- To provide the Council with a formal accessible record of all current policy decisions; and
- To provide the Shire staff with a readily accessible resource to assist them to act in accordance with Council policy determinations; and
- To enable Shire staff to act promptly in accordance with the Council’s requirements, but without continual reference to the Council; and
- To enable the Council to maintain a continual review of Council policy decisions and to ensure they are in keeping with community expectations, current trends and circumstances; and
- To enable the public to obtain immediate information on matters of Shire’s policy; and
- To achieve statutory compliance with the various legislative requirements for local government policies to be published on local governments’ official websites.

3. Policy Application

Policies are to relate to issues of an on-going nature; Council decisions on single issues are not to be documented as policies or to be registered in the online register of current Shire policies.

4. Maintenance of the Policy Register

Each policy is to be registered as a separate document.

The Register is to be maintained and updated as and when a policy is adopted, amended or rescinded by the Council. Updating the register is to be done as soon as practicable after the Council has, by resolution, made a policy decision.

Policies that are amended or rescinded are not be deleted from the EDRMS – the amended and/or rescinded policies are to be removed to a folder in the non-public part of the EDRMS so that there is a permanent record of former policies. Notes or comments are to be made on these former policy documents as to the dates and resolution numbers relating to the amendment or rescission (as the case requires).

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5. Policy Reviews and Amendments

Except as provided for in section 6 of this policy, changes to Council policies shall only be made in accordance with resolutions of the Council.

Policies are to be individually reviewed by no later than the “DATE TO BE REVIEWED” as shown on the policy document (as adopted by the Council), which in any case should be no later than two years from the date of each policy’s adoption or most recent review.

Some policies (because of their particular importance) may be scheduled for review at intervals of less than two years.

To ensure that all policies are reviewed in a timely manner (and at least by their scheduled review dates), as each policy is registered into the EDMRS a task shall be assigned within the system for completion prior to the preparation of the agenda for the Council meeting for which the policy review is scheduled.

Nothing in this policy is to be interpreted as prohibiting a policy from being reviewed and/or amended or rescinded prior to its scheduled review date. The CEO may list any policy for review on a Council meeting agenda at any time because:

- A change in legislation so requires; or
- Experience has shown that the policy is not working as well as it could or should; or
- The CEO believes the policy could be improved; or
- For any other reason.

6. Policy History

Each policy is to include, at the end of the policy document, a complete history (so far as is known) of the policy including its original adoption (date and resolution number), review dates, amendment dates and resolution numbers and (for rescinded former policies) the date and resolution number of the rescission.

Without referring the matter to the Council, the CEO may correct or amend this section of any policy document as more information or more accurate information comes to hand.

7. Printed copies of the Register

This policy is not to be interpreted as prohibiting the CEO from causing the Register to be printed and compiled into a printed “policy manual”. Provision of printed/hard-copies to other parties is at the discretion of the Chief Executive Officer and may incur copy charges (as set in the annual fees and charges adopted each year by the Council).

All printed copies must include a disclaimer that the printed copy is only warranted accurate at the time of printing and that reference should be made to the official Register (located on Shire’s website) rather than relying upon a printed copy.

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8. Amendments to this Policy

Amendments to this policy require a simple majority decision of the council.

Document Control	
Responsible Directorate	Office of the CEO
Relevant Section	Governance
Legislative Requirement	
Council Meeting Held & Adopted, Resolution #	26 Feb 2020 Res # 018/20
Amendments, Date & Resolution #	
Review Dates & Resolution #	
Next Review Date	December 2021