


	<b>POLICY AND PROCEDURE REVIEW</b>	Policy #	1.1 / 5
		Issued:	Nov 2022
<b>POLICY</b>		Next review	Nov 2026

<b>Category:</b>	Governance	<b>Classification:</b>	Administration
<b>First Issued:</b>	July 2009	<b>Review Frequency:</b>	4 years
<b>Legislation:</b>	Local Government Act 1999		
<b>Relevant Policies:</b>			
<b>Related Procedures:</b>			
<b>Responsible Officer:</b>	Manager Governance	Signed:	
<b>Adopted by Council :</b>	30/11/2022		

## INTRODUCTION

Policies, codes of practice and codes of conduct are fundamental components of a Council's good governance framework. Councils use them to:

- guide decision making by the elected Council and administration;
- set out the elected Council's position on an issue or set of issues;
- set directions; and
- informs the public about how Council will normally act.

Policies are a higher level statement of direction – relatively short and concise.

There are a number of Acts, ie. Local Government Act 1999 being one that requires a Council to have public policies or codes for specific matters (mandatory policies or codes), and Council may adopt other policies, which are considered optional to provide guidance to Council staff and the public.

Council's mandatory policies, codes of practice, and codes of conduct are all available for scrutiny on a Council's website. Accordingly, a Council will be held to account in applying them, and with the principles of administrative law, a Council should not deviate from an adopted policy without a clear, substantiated reason for doing so.

A decision made in the absence of any policy or code might be perceived as arbitrary, or reflecting a personal bias or preference of the decision-maker. However, if a decision is made in accordance with a Council policy or code, both the decision-maker and the public can be assured that the decision reflects the Council's overall aims and principles of action.

A policy or code is an important tool in managing new strategic directions. At least after each comprehensive review of a Council's Strategic Management Plan, the Council should consider the need for any new policies.

Policies and codes are living documents. Accordingly, they must be subject to evaluation and review on a regular basis, to ensure that they continue to reflect a Council's views.

Any changes to legislation may impact on the contents of a policy, codes or procedure, and Council at any time review or amend a policy, code or procedure if there are changes to legislation, changed circumstances or other issues that require attention.

Review cycles are determined by

- legislation, or
- determined by Council.

## POLICY

The District Council of Ceduna has determined that all policies will be reviewed in accordance with any legislative requirement and or within each 4 year term of Council.