

STATEMENT

Resource Recovery Group is committed to ensuring that the development of policy is structured, consistent, effective and understood by all.

SCOPE

This Policy applies to all employees, stakeholders and Elected Members of Resource Recovery Group involved in the development, review or revocation of policy.

OBJECTIVE

To set out procedural arrangements that are intended to apply to formulating, reviewing and cancelling policies of the Resource Recovery Group.

ROLES & RESPONSIBILITIES

Regional Council

Section 2.7 of the Local Government Act states that the role of the council is to determine the local government's policies.

Chief Executive Officer

The Chief Executive Officer is responsible for ensuring that development of policies and procedures is conducted in accordance with Resource Recovery Group guidelines.

CONTENT

The following guidelines are provided for development of policies and procedures:

- To assist the Council and officers to respond to situations in a consistent and uniform way.
- To provide clear instructions on how matters and issues shall be undertaken within defined guidelines and rules.
- To give autonomy to work teams within their area of responsibility by providing general guidelines and procedures.
- To provide clear instructions on how matters and issues shall be undertaken within defined guidelines and rules.
- To empower work teams to solve problems without the need to refer all matters to Managers or Council.
- To provide staff with authority to solve complaints and issues on-the-spot which improves attitudes and efforts.
- To encourage speedy processes to reach outcomes more fairly and quickly.

1. Categories of Policies

Council Policies – Official Policies of the Council, policies that relate to the organisation requiring council decisions. These policies require approved and adoption by the Regional Council.

Operational Policies - Approved by the Senior Management Group (SMG). These are policies that refer to operational & administrative matters not requiring council decisions.

Guidelines and Procedures – Guidelines and Procedures that may underpin a policy or provide further information may be approved by the relevant Executive Manager.

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2. Policy Format

1. Policies shall be created and numbered by category such as:

1. Council
2. Finance
3. Human resource
4. Corporate
5. Other

2. All policies shall be in uniform format that includes the following:

- Policy heading and number
- Statement: what the Policy aims to achieve
- Scope: what the policy applies to
- Objective: the purpose of the Policy
- Roles & Responsibilities: for developing and ensuring compliance with policies
- Content: particulars of the policy
- References & Review: when policy was first adopted and subsequent review; related documents where additional information may be found; links to other related policies, legislation etc

3. Formulation of New Council Policies

New Council Draft Policies are to be first submitted to the Executive Manager Corporate Services. Once the review is completed, the draft policy will be presented to the next available Senior Managers' Group meeting for discussion. Then the policy will be submitted to the next available Regional Council meeting.

4. Formulation of New Operational Policies

New operational policies should be drafted by the appropriate manager or work teams that are affected by the policy content. New operational policies should be submitted to the Manager Governance & Culture who will forward to Senior Management Group for consultation and discussion. If approved this will be noted in the minutes of the SMG.

- The Manager **Governance & Culture** is to ensure that staff are informed of all new policies.

5. Review Process

All policies are subject to a biennial review unless otherwise stated in the References & Review section of the policy. It is a Statutory Requirement (LGA's) that Council Policies are to be reviewed by the Council. The Executive Manager Corporate Services is responsible for presenting Council Policies to the Regional Council on their review dates.

The procedure for reviewing policies is as follows:

- Council policies are submitted to the next available Regional Council meeting.
- Managers and their respective work teams are to review existing operational policies ensuring contents are up to date and relevant.
- Operational policies are presented to the Senior Managers' Group for consultation and discussion and approval in the SMG minutes.
- Policies are not to be deleted or removed without the authorisation of the Chief Executive Officer or Senior Management Group.

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6. Staff Training and Feedback

Employees are to be made aware of and given verbal instruction on Policies as determined by the relevant manager. In cases where the Policy requires, employees are required to sign or acknowledge electronically they understand the Policy.

Updated council policies are to be kept on the staff intranet and RRG website for public access. Operational policies are to be kept on the staff Intranet and in manuals located at Canning Vale lunchroom's.

7. Distribution of Policy Documents

All policies can be accessed via the staff intranet under Policies & Procedures.

All Standards, Guidelines and Procedures are also available on the staff intranet under the relevant area.

Following council approval of updated or new policies the Manager Governance & Culture or Manager Corporate Services will distribute a staff notice advising of all policies, both Corporate and Operational that have been updated or created since the last notice.

REFERENCES & REVIEW

Statutory Compliance	Local Government Act 1995 s2.7(2)(b)	
Organisational Compliance	Policy Review Register	
Next Review Date	August 2024	
Policy Administration	Responsible Officer	Review Cycle
Corporate	Executive Manager Corporate Services	Biennial
Risk Rating	Risk Register – High	
Location of this document	RRG Website – Members Area Staff Intranet 9 Aldous Place, Booragoon – Corporate Services 350 Bannister Road, Canning Vale – staff room	

DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2004	Original	1			May 2004
2009	Review	2			May 2009
2012	Review	3	DCS	DCS	26/07/2012
2014	Review	4	EMCS	EMCS	28/08/2014
2016	Review	5	EMCS	EMCS	27/10/2016
2018	Review	6	EMCS	EMCS	16/08/2018
2020	Review	7	EMCS	CEO	26/11/2020
2022	Review	8	MGC	CEO	25/08/2022

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