

# SIGNIFICANT DECISION MAKING POLICY

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## Purpose

The purpose of this policy is to allow careful consideration by Council to determine the Significance of proposals and decisions based on appropriate engagement with the community on issues, proposals, decisions or other matters which substantively affect the lives or future of the City of Karratha's community.

## Definitions

**Significance** in relation to any issue, proposal, decision or other matter that concerns or is before the Council, means the degree of importance of the issue, proposal or matter as assessed by the Council in terms of its likely impact and likely consequences for:

1. The current and future social, economic, environmental and cultural well-being of the City.
2. Any persons who are likely to be particularly affected by or interested in the issue, proposal, decision or matter.
3. The capacity of the Council to perform its role and the financial and other costs of doing so.

**Significant** in relation to any issue, proposal, decision or other matter means that the issue, proposal, decision or other matter has a high degree of Significance.

**Strategic asset** in relation to the assets held by the City, means a group of assets that the Council needs to retain if it is to maintain its capacity to achieve or promote any outcome the Council determines to be important to the current or future well-being of the community.

**Unbudgeted** means a new proposal or decision about a proposal that is not in the current Council Plan and Long-Term Financial Plan that requires Council to raise new funding. This does not include reasonable changes in cost to existing proposals where the scope of the proposal or level of service delivered is not significantly changed, as these can be dealt with through overall fiscal management and prioritisation.

## Policy Statement

The City of Karratha is committed to open, transparent and accountable decision-making that reflects the values and aspirations of its community. This policy establishes a clear framework to assess the significance of proposals, decisions and other matters, and to guide the level of community engagement required.

Council will give careful consideration to the potential social, economic, environmental and cultural impacts of its decisions on the current and future well-being of the community. Where matters are deemed to be of significance, the City will actively engage with the community using appropriate consultation methods.

## 1. Principles

Council will ordinarily consult on any matters of Significance through the preparation, review of amendment of its Council Plan. Where a matter is deemed Significant Council will consider the most appropriate method of consulting with the community.

The more Significant a matter or decision the more likely Council will need to:

- (a) Consider the long term implications of the decisions, e.g. impact on the Long Term Financial Plan.
- (b) Consider the impact on the Council Plan.
- (c) Consider the consistency of the decision with adopted strategies and plans.
- (d) Consider engagement and consultation with the community on their views.

## 2. General Approach

In considering whether an issue, proposal, decision or other matter is of Significance under this Policy, Council will be guided by the following:

- (a) The likely impact/consequences of the issue, proposal, decision or other matter on the current and future social, economic, environmental and cultural well-being of the City.
- (b) The parties likely to be particularly affected by or interested in the issue, proposal, decision or other matter.
- (c) The likely impact/consequence of the issue, proposal, decision or other matter from the perspective of those parties.
- (d) The financial and non-financial costs and implications of the issue, proposal, decision or other matter having regard to Council's capacity to perform its role.

In determining whether an issue, proposal, decision or other matter is Significant Council will consider the thresholds and apply the criteria and procedures set out below.

## 3. Thresholds

When undertaking a process to determine which issue, proposal, decision or other matter is Significant, Council will recognise the following thresholds in line with legislative reforms

- (a) If the cost of a proposal or decision is estimated at \$250,000 or more.
- (b) If the proposal or decision will incur unbudgeted capital expenditure exceeding \$250,000.
- (c) Entry into partnership with the private sector to carry out a Significant activity.

Where any issue, proposal, decision or other matter does not trigger one or more of the above thresholds, Significance shall be considered against the criteria contained in this policy.

## 4. Criteria

The more tangible the impact or consequence of the issue, proposal, decision or other matter is, the higher the likelihood of Significance.

If an issue, proposal, decision or other matter satisfies one or more of the following criteria, the matter is likely to be Significant.

- (a) Any transfer of ownership or control or the constructions, replacement or abandonment of a strategic asset.

- (b) A decision that will significantly affect the capacity of the Council to carry out any activity identified in the Council Plan.
- (c) A decision that will substantially affect the cost to Council to carry out any activity identified in the Council Plan.
- (d) Any issue, proposal, decision or other matter that will substantially affect a wide range of people who reside in the City.
- (e) The extent to which the decision flows logically and consequently from a Significant decision already made or from a decision in the Council Plan.
- (f) The degree to which a decision or issues are difficult to reverse.
- (g) The matter will have implications for the present and future social, economic, environmental and cultural well-being of the City.

## 5. Reporting

In achieving this policy, the following reporting will be required:

- (a) Every report to Council on any issue, proposal, decision or other matter will include a statement indicating that the issue of Significance has been considered.
- (b) Where the issue, proposal, decision or other matter triggers the thresholds or criteria of this policy and is therefore likely to be Significant, the report to Council will also include a statement relating to recommended level of consultation.
- (c) In receiving the report, Council may accept the report author's assessment of Significance made in the report and the recommended level of consultation. Where Council does not accept the report.

## Related Documents

Legislation & Local Laws	<i>Local Government Act 1995</i>
Relevant Delegations	
Strategies & Plans	<a href="#">Council Plan 2025–2035</a>
Related Council Policies	<a href="#">CG-15 Customer Service Charter</a> [Draft] Community Complaints Management Policy <a href="#">Code of Conduct for Council Members, Committee Members and Candidates</a>
Procedures, Documents & Forms	Records Management Framework Internal Customer Service Guidelines <a href="#">Employee Code of Conduct</a> Performance Management and Disciplinary Action

## Policy Owner

Directorate	<i>Corporate &amp; Commercial</i>
Department	<i>Governance &amp; Organisational Strategy</i>

## Review Management

Next review due:	<i>August 2029</i>
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## Version Management

Version	Date	Council Resolution #	Description
1.0	June 2011	151648	Original Policy Adopted
2.0	August 2012	152174	N/A
3.0	April 2015	153109	N/A
4.0	April 2017	153772	N/A
5.0	July 2019	154387	N/A
6.0	August 2023	155233	N/A
7.0	August 2023	155233	N/A
8.0	July 2025	TBD	