



**POLICY NO. CP 5.4.5**

**POLICY STATEMENT      COUNCIL POLICY MANAGEMENT**

**PURPOSE**      To establish a process for the development, adoption, amendment and management of Council Policies.

**POLICY**

The City is committed to ensuring that its policies address a clearly identified issue in a proportionate and considered manner, remain relevant, and do not impose unnecessary burdens on external stakeholders or generate internal inefficiencies.

Generally, Council policies will establish principles to guide decision making. Where possible, the City will avoid the adoption of policies that establish categorical positions that limit the ability to take individual circumstances into consideration when making a decision.

Policies are intended to provide for the efficient and effective use of the City's resources and enable the City to make decisions based on the principles of equity, fairness, natural justice, transparency and accountability, as well as meeting statutory requirements.

**DEFINITION**

The *Local Government Act 1995* does not define the term "policy" and hence, for the purpose of this policy, it shall mean:

*A general rule, adopted by Council, which provides guidance to the City's decision making by establishing principles that apply, or describe relevant considerations that ought to be taken into account when making decisions, in order to achieve outcomes that are consistent, equitable, reasonable and proportionate in the circumstances.*

**1. Objectives of the City's Policies**

- To provide the City with a record of policy decisions.
- To assist staff to make decisions in accordance with Council's direction.
- To enable staff to act promptly in accordance with Council's requirements, but without continual reference to Council.
- To enable Councillors to adequately handle enquiries from electors, residents or ratepayers without unnecessary reference to staff or the Council.
- To establish expectations for the regular review of policies to ensure they remain relevant and necessary.

**2. Policy Development**

2.1 A Policy response will be considered where there is either complexity or lack of clarity in one or a combination of any of the following:

- (a) Legislative requirement;
- (b) Industry standards;
- (c) Council's expectations;
- (d) Organisational standards;



- (e) Strategic objectives; or
- (f) Community needs or expectations.

2.2 A Policy response will only be proposed where it can be demonstrated that the policy will deliver:

- (a) Clarity and consistency in decision making;
- (b) Improved efficiency and effectiveness; or
- (c) Improved customer / community outcomes.

2.3 Where it is identified that for purposes of effectiveness, efficiency or clarity in decision making, a new policy or policy amendment may be required, it may be initiated by either:

- (a) A Council resolution;
- (b) An officer report to Council; or
- (c) The Executive Team (via circulation of a proposed policy to Councillors for comment).

### **3. Requirements for Proposed New Policies and Major Amendment to Existing Policies**

3.1 Where a new policy or substantial review of an existing policy is commenced, the following key elements will be researched and/or considered:

- (a) Statutory compliance obligations;
- (b) Industry standards, codes of practice, guidelines;
- (c) Risk implications;
- (d) Customer / community needs and expectations;
- (f) Whether it effectively integrates in the City's operations;
- (g) External stakeholder consultation
- (h) Internal stakeholder consultation (including relevant senior staff and Councillors); and
- (i) Potential resource and budget implications.

3.2 When a draft new policy or major amendment to existing policy has been prepared it is to be presented to the Executive Team for review and endorsement.

3.3 Following endorsement by the Executive Team, proposed policies or major policy amendments are to be circulated to Councillors seeking feedback. Councillors are to be provided with an adequate period of time, but not less than 14 days, to consider the proposal and provide feedback.

3.4 Feedback provided by Councillors will be taken into consideration prior to a policy being presented to Council for consideration and adoption. Any modifications to a proposed policy as a result of Councillor feedback will be detailed in the report to Council.

**4. Minor Amendments to Existing Policies**

Where amendments are required for any of the reasons listed below, provided the amendments do not alter the substantive operation of the policy, the amendments can be approved by the CEO without referral to Council:

- (a) Changes in legislative references;
- (b) Changes in City position titles;
- (c) Changes in the administrative arrangements of State and Federal Governments;
- (d) Change in City document titles; and
- (e) Changes to correct grammar or typographical errors.

**5. Determining Requirements for Policy Review**

5.1 Each Policy adopted is to be assessed using the following risk considerations:

- (a) Implications of statutory requirements;
- (b) Implications for operational effectiveness and efficiency;
- (c) Potential for negative impact on;
  - (i) operational activity;
  - (ii) strategic objectives;
  - (iii) environmental / economic factors;
  - (iv) reputation.
- (d) Complex procedures or technical information; or
- (e) Change is likely to occur.

5.2 Where the risks are determined as 'high' and where change is likely to occur, the policy must be scheduled for review on an annual basis.

5.3 Where the risks are determined as 'low' and there is no likelihood of change, the policy is to be scheduled for review at least tri-annually. This does not preclude the City from reviewing a policy at any time.

**6. Annual Review**

6.1 The Chief Executive Officer shall ensure that policies are reviewed in accordance with the adopted review schedule.



**GOVERNANCE REFERENCES**

<b>Statutory Compliance</b>	Local Government Act 1995, s.2.7
<b>Industry Compliance</b>	Nil.
<b>Organisational Compliance</b>	Council Policy 5.4.33 'Risk Management'
<b>Process Links</b>	Nil.

**POLICY ADMINISTRATION**

<b>Directorate</b>		<b>Officer Title</b>		<b>Contact:</b>	
Business Services		Director Business Services		9397 3000	
<b>Risk Rating</b>	Low	<b>Review Cycle</b>	Triennial	<b>Next Due:</b>	2025

<b>Version</b>	<b>Decision Reference</b>	<b>Synopsis</b>
1.	FGP339/3/83	New Policy proposed.
2.	OC354/3/83	New policy adopted.
3.	FCS495/3/87	Policy amended.
4.	OCM 1804/9/98	Policy amended
5.	OCM 711/27/08/2002	Policy amended
6.	OCM 403/22/08/2006	Policy amended
7.	OCM 426/11/09/2007	Policy amended
8.	OCM 409/25/08/2009	Policy amended to enhance policy development and review practices and to incorporate a risk assessment to apply to review cycles.
9.	OCM 415/28/08/2012	Reviewed and amended to delete the transitional review arrangements as this period is now over.
10.	OCM 375/22/09/2015	Reviewed with no amendments.
11.	OCM 317/26/09/2017	Reviewed and amended Clause 4 for when amendments can be made without referral to Council and Clause 6.1 to change the month for the annual review.
12.	OCM 251/08/09/2020	Reviewed and amended.
13.	OCM 281/08/11/2022	Reviewed and amended to provide a more flexible approach to the annual review of policies.