

Policy Development

1. Purpose

The purpose of this policy is to ensure consistency in the development and review of all policy, in order to minimise risk to Council and set a standard of good governance practice across the organisation.

2. Scope

This policy applies to Council, with the exception of Alwyndor.

3. Roles and Responsibilities

Council	Adoption, amendment and revocation of Council policies, strategies and plans.
Audit and Risk Committee	Per section 126A of the <i>Local Government Act 1999</i> , "provide independent assurance and advice to the council on governance matters".
Senior Leadership Team (SLT)	Adoption, amendment and revocation of Organisational policies, Procedures and plans. Adoption and periodic review of the Policy Framework and Manual.
Leadership Team	Reviewing, providing input on and endorsing the content of policy documents, prior to SLT consideration.
Policy Owners	Responsible for ensuring documents are correct, up to date, reviewed as necessary, maintained, implemented and monitored for compliance.
Employees	Required to comply with policy documents.
Strategy and Governance Team	Responsible for: <ul style="list-style-type: none"> - maintaining the Policy Framework and Manual - maintaining the policy register - reporting on policy documents - providing advice on the most appropriate policy instrument to achieve a goal - triggering policy document reviews according to agreed review schedules - supporting Policy Owners in developing policy documents.

4. Policy Statement

4.1 'Policy' is the collective term for policy statements, policy instruments and policy documents. Policy articulates the decisions of Council (or Administration) and sets out an agreed position and direction concerning particular matters. Policy is important because it sets out boundaries and expectations and steers our direction and decision-making. Policy manages and reduces risk by ensuring we are fulfilling our regulatory functions and legislative obligations, fostering credibility and trust in government.

4.2 Policy is an expression of Council's commitment to a particular position or course of action. Therefore, Council and Administration are bound by the policy instruments and policy documents they adopt. Exceptions may, on occasion be warranted, but these should be granted judiciously and conservatively.

- 4.3 Council policy instruments and policy documents, including any significant amendments or revocations, must be adopted formally by Council. Minor amendments such as updated legislative references, typographical improvements, or other editorial improvements that do not change the intent of the policy may be made with the approval of the Chief Executive Officer, without being returned to Council.
- 4.4 Organisational policy documents, including any significant amendments or revocations, must be adopted formally by the Senior Leadership Team. Minor amendments such as updated legislative references, typographical improvements, or other editorial improvements that do not change the intent of the policy may be made with the approval of the Manager, Strategy and Governance, without being returned to the Senior Leadership Team.
- 4.5 A Policy Framework and Manual will be developed and maintained on Council’s behalf by Administration to guide policy development. This document may be updated from time to time as best practice changes, or as lessons from implementation need to be applied. Updates must be approved by the Senior Leadership Team.
- 4.6 A Policy Register will be maintained, which documents all Council and Organisational Policies, their owners and review dates.

Developing New Policy

- 4.7 As all policy instruments must be both implemented and monitored for compliance, it is important that the most appropriate policy instrument be selected to achieve desired outcomes.
- 4.8 Administration will assess all proposals for new policy instruments and will provide advice to the relevant authority regarding what type of policy instrument is most appropriate to achieve the desired outcome.

Reviewing Existing Policy

- 4.9 All policy instruments should be reviewed periodically. Review periods are:

Document	Frequency	Notes
Strategic Plan	Within two years after each general election	Legislative requirement, LG Act, S8(4)(b).
Strategy	3-10 years	
Long Term Financial Plan	Annually	Legislative requirement, LG Act, S8(4)(a)(i).
Asset Management Plans	Within two years after each general election	Legislative requirement, LG Act, S8(4)(b).
Plans	3-5 years	
Annual Business Plan	Annually	Legislative requirement, LG Act, S123.
Council or Organisational Policy	Four years	If a policy relates to high-risk activities or relates to a fast-changing topic, earlier review intervals may be set.
Procedure	Four years	Earlier review intervals may be set as required.

- 4.10 It is appropriate to periodically revoke policy instruments. Advice on revocations is to be provided by Administration to the relevant authority.
- 4.11 Adopted Council policy documents will be public and must be published on the Council’s website.

- 4.12 Adopted organisational policy documents will be published on appropriate organisational information channels and may be made public at the discretion of the Chief Executive Officer.
- 4.13 The Audit and Risk Committee will be provided a report annually regarding the status of policies, including any new documents adopted in the last year and any documents that are outside their specified review periods.

5. Definitions

Key term or acronym	Definition
Administration	Staff, processes and systems that make up the organisation which delivers services to the community under the guidance of Council.
Council	The elected body.
Council Policy	Policy documents adopted by Council that: <ul style="list-style-type: none"> * are legislatively required of Council (ie, mandatory), and/or * apply to the City (not the organisation), and/or * relate to elected members and/or the operations of Council, and/or * are deemed to be of strategic importance by the Chief Executive Officer.
Organisational Policy	Policy documents adopted by the Senior Leadership Team that: <ul style="list-style-type: none"> * are legislatively required of the organisation, and/or * apply to the organisation, and/or * relate to the operations of the organisation / staff only.
Policy documents	Relevant policy instruments that make policy statements.
Policy instruments	Policy instruments include legislation and regulations, international conventions, intergovernmental agreements and other legal instruments, strategies and plans, policies, procedures and similar documents, as well as tools used to implement policy positions (for example, fees and charges, permits, etc).
Relevant Authority	Council is the relevant authority for Council policies, strategies and plans. The Senior Leadership Team is the relevant authority for Organisational policies, procedures and plans.
Strategy	A strategy is a Council-endorsed, strategic document that defines Council's direction and objectives in a focus area. Strategies are primarily concerned with where we want to be in the future. They commonly contain policy statements and are, therefore, a type of policy instrument.

6. Administration Use Only

Reference Number:	Doc Set ID: 4765462
Strategic Alignment:	This policy supports the delivery of the Strategic Plan by ensuring policy alignment
Strategic Risk:	This policy mitigates strategic risk by ensuring strategic alignment throughout all policies
Responsible Officer(s):	Manager Strategy and Governance
First Issued / Approved:	12/12/2023
Minutes Date and Council Resolution Number:	12/12/2023, C121223/7638
Last Reviewed:	
Next Review Date:	12/12/2027
Applicable Legislation:	<i>Local Government Act 1999</i>
Related Policies:	
Other Reference Documents:	Policy Framework and Manual