

# POLICY DEVELOPMENT AND REVIEW POLICY



<b>Legislation / local law requirements</b>	Section 2.7 of the <i>Local Government Act 1995</i> Policy 4.1.5 – Community Consultation - appendix 2
<b>Relevant delegations</b>	Nil
<b>Related policy procedures and documents</b>	Local Government Decision Making Hierarchy – D20/148390 Policy Register and Review Plan – D20/126085 & D21/3270 Policy Development and Review Procedure – D20/84189 Policy Development and Review Guidelines – D20/84086 Policy Template – D20/84083 Procedure Template – D20/84084

## PURPOSE

To provide guidance on the development and review of the City’s strategies, policies and action plans (**policy documents**) to achieve transparent and consistent decision making which aligns with the City’s objectives, strategic priorities and legislative requirements.

## OBJECTIVES

- To:
- identify the hierarchy of governing documents that drive the delivery of the community’s long-term vision as set out in the City’s Strategic Community Plan (**SCP**);
  - align the City’s policy documents with the priorities of the SCP; and
  - guide Council and Administration on the development, consultation requirements, implementation, review, amendment and repeal of policy documents.

## SCOPE

This policy applies to the development and review of policy documents by the City.

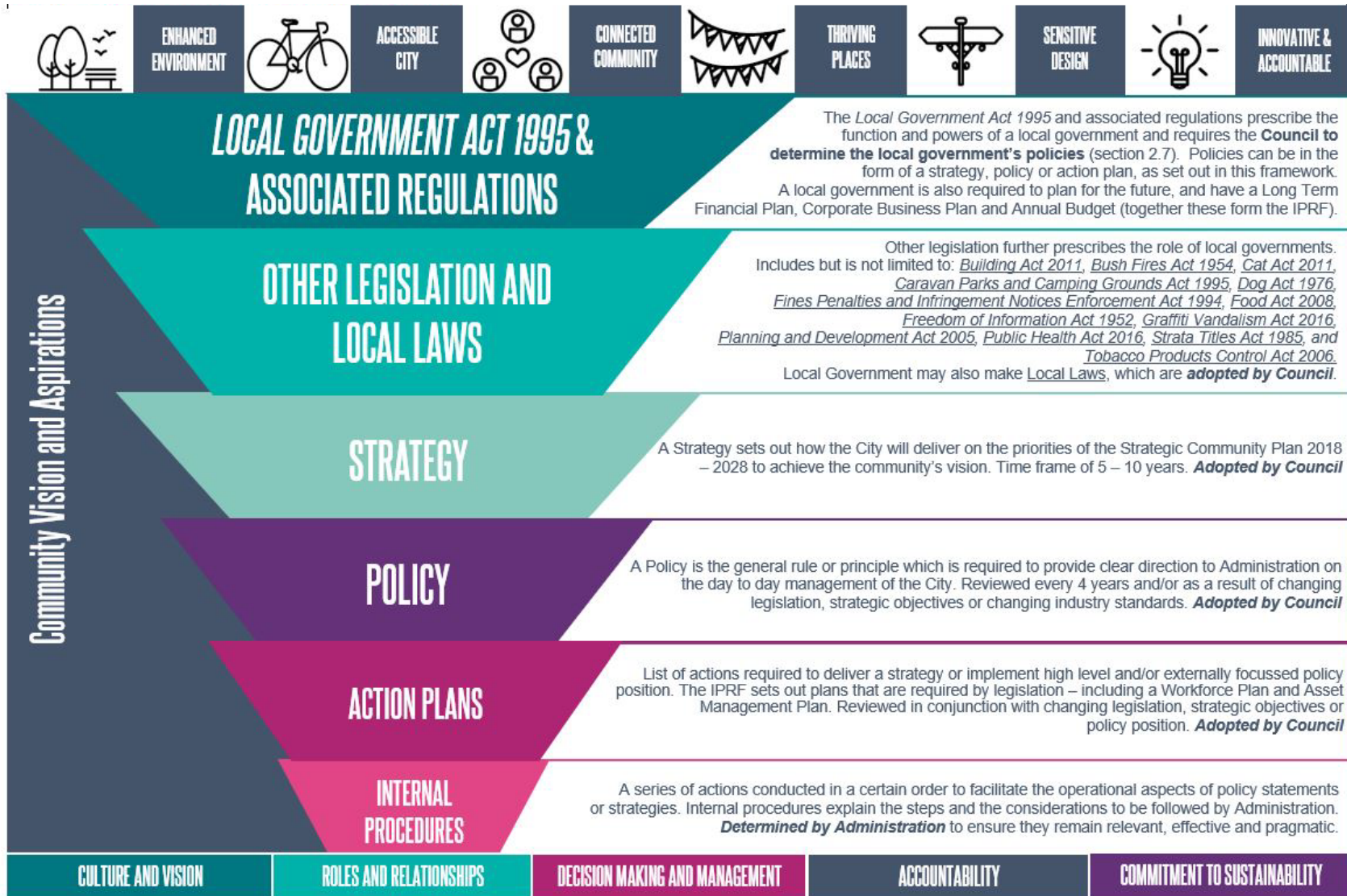
## LOCAL GOVERNMENT DECISION MAKING HIERARCHY

The below hierarchy of documents drives the delivery of the City’s long-term vision, as set out in the SCP. It also establishes the process by which each policy document is developed and reviewed in consultation with the community.

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## Local Government Decision Making Hierarchy



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## POLICY

### 1. Objective and Agenda Setting

- 1.1 the development of a policy document is required to establish the City's objective or agenda on an issue or to provide further guidance in respect to a legislative requirement. The following may result in the requirement for the City to form and document an objective or agenda position through a policy document:
  - a legislative requirement;
  - new or changing industry standards;
  - to meet the City's strategic objectives;
  - there is a community need or expectation; or
  - as a result of a Council resolution.
- 1.2 documenting the City's objective or agenda should result in:
  - clarity and consistency in decision making;
  - improved efficiency and effectiveness; or
  - improved customer and community outcomes.
- 1.3 objective and agenda setting must occur in consultation with Elected Members. Elected Members will be provided with the following information:
  - a draft objective for the policy document;
  - the requirement for a documented City position (including evidence of a community need or legislative requirement);
  - how the objectives align with the SCP;
  - examples of current / best practice;
  - proposed level of community engagement required;
  - an evaluation of the effectiveness of any existing relevant policy documents;
  - an assessment of where the proposed document sits within the local government decision making hierarchy;
  - the proposed review timeframe and expiry period, if applicable; and
  - any financial impacts arising from the proposed policy document, including any impact on the adopted budget or the City's Long-Term Financial Plan.

### 2. Policy Document Hierarchy

- 2.1 depending on the nature of the objective or agenda, it may be appropriate to prepare one or more policy documents;
- 2.2 the purpose of a strategy is to set out at a high level how the City will deliver on the long-term priorities of the SCP to achieve the community's vision;
- 2.3 the purpose of a policy is to provide a general rule or principle to guide Administration and the community on the City's decision making and advocacy;
- 2.4 the purpose of an action plan is to set the pathway or process to deliver a strategy or implement high level and/or externally focused policy positions; and
- 2.5 policy documents must align with one or more objectives in the SCP.

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## 3. Content of Policy Documents

Policy documents should be:

- 3.1 consistent with the City's strategic priorities, values, and risk appetite and tolerance;
- 3.2 compliant with relevant legislation and any State policies and schemes;
- 3.3 consistent with the City's Writing Style Guide; and
- 3.4 written in plain English and convey clear and concise direction.

## 4. Consultation

- 4.1 the formation of an objective or agenda position is to occur in consultation with Elected Members, as specified in clause 1.3;
- 4.2 following objective or agenda setting the development of a policy documents will incorporate consultation with relevant statutory and regulatory agencies and any other key stakeholders (including preliminary community engagement if required) that may be impacted by the proposed policy document;
- 4.3 draft policy documents will then be presented to Council for approval and authorisation to commence community consultation. All proposed changes, other than those covered by clause 5.6, will be advertised in accordance with, but not limited to, the requirements of the City's Community Engagement Policy;
- 4.4 a summary of submissions received and Administrations response to submissions will be presented to Council along with a recommendation that the policy document is either adopted as originally presented, or adopted with amendments based on the submissions received;
- 4.5 if no submissions are received a report is prepared for Council advising this, and recommending that the policy document is adopted; and
- 4.6 once adopted all policy documents are to be included in the City's Local Government Hierarchy, recorded in the City's Policy Document Register and Review Plan.

## 5. Review

- 5.1 Policy documents are to be reviewed at least every four years, or more frequently as specified in the document (and reflected in the Policy Document Register and Review Plan);
- 5.2 the policy document review process includes a review of where the document sits in the Local Government Hierarchy;
- 5.3 the City's Policy Document Register and Review Plan is to be reviewed annually by Administration, with a report presented to Council at the outcome of the annual review;
- 5.4 the outcome of each policy document review is to be presented to Elected Members for review and comment. This includes a review which results in no recommended change to the document content or position in the local government hierarchy;
- 5.5 the outcome of each review is to be noted in the policy document and recorded in the City's Policy Document Register and Review Plan;

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- 5.6 if minor amendments to a policy document are required these can be made administratively. Minor amendments are amendments that are not of a substantive nature, and include grammatical and formatting changes, changes to positions, titles or organisation structure and legislative references or requirements;
- 5.7 any substantive amendments, which are changes to the policy document content, require the approval of Council in the same manner as a new policy document would which includes community consultation in accordance with clauses 4.1 to 4.6; and
- 5.8 Council approval of the repeal of a policy document is required.

OFFICE USE ONLY	
<b>Responsible Officer</b>	Executive Manager Corporate Strategy and Governance.
<b>Initial Council adoption</b>	DATE: 15/12/2020, REF# <TRIM REF>
<b>Reviewed / Amended</b>	DATE: <APPROVAL DATE>, REF#: <TRIM REF>
<b>Next Review Date</b>	DATE: 15/12/2024,