

Development and Management of Council Policies

Policy Statement

Council's decision making is guided by policies.

This policy explains how Council policies are made, reviewed and managed. It explains what content is in, or not in a Council Policy; the difference between a Council Policy, CEO Procedure, a Process, and a Guideline. It also provides how the community is involved in making Council policies.

Policy Details

1.1 What is in a Council Policy?

Council policy statements are high-level and reflect Council's big picture thinking. They include (but are not limited to) statements on Council's goals on certain matters; when these will be met; how progress will be measured; and the policy review cycle.

Sometimes, a Council Policy is made in response to a law requiring one.

1.2 What is not in a Council Policy?

Council policies do not include things like:

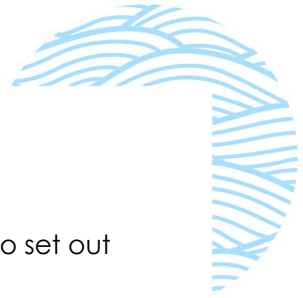
- 1.2.1 detail about how a Council Policy will be applied on a day-to-day basis. This is developed by the Chief Executive Officer in CEO Procedures. Further detail to support a Council Policy's implementation may be in Processes or Guidelines;
- 1.2.2 statements that provide a position on things that are already governed by other authorities such as laws, government policies or industry codes, practices or standards;
- 1.2.3 subject matter that would be better suited to fit into Council's Integrated Planning Framework (a framework that includes all the plans local governments must have).

1.3 What things are considered when making a Council Policy?

The need for a new policy will consider whether:

- a law says there must be a Council Policy;
- there is new or amended industry or organisational standards a Council Policy must respond to;
- a policy is needed to meet the Town's strategic objectives;
- there is a community need;





- Council decides that a policy is needed; or
- Council decides it wants to advocate on a particular subject matter and wishes to set out its position on the matter in a Council Policy.

When making a new policy, further thought must be given to whether it will:

- make decision making clearer and more consistent;
- improve efficiency and effectiveness; and
- improve outcomes for the community.

1.4 How often are Council policies reviewed?

The fact that the world is constantly changing and how that affects local government is factored in when Council decides how often to review a policy. There is no standard rule. Whether a Minor Review or Major Review cycle will be adopted depends on what a Council Policy is about.

1.5 Can the community be involved in Council policy making?

Once a Council Policy has been drafted, it is to be assessed against the Town's Community Engagement Policy to make sure the community can provide feedback before a draft policy is presented to Council to consider. Some draft policies, such as ones the law says local government must have will not be released for public comment.

1.6 Where can Council policies be found?

All Council policies will be made publicly available to the community.

Policy Objective

This policy clarifies the hierarchy of documents that support the delivery of Council's policy objectives. A Council Policy sets out Council's policy position which is implemented operationally by reference to a CEO Procedure. Processes provide further detail to assist in applying a CEO Procedure and Guidelines simplify how a Council Policy is to be applied.

Definitions

Council Policy means a series of high-level statements in a document that reflect Council's strategic thinking on certain things.

CEO Procedure means an internal document, approved by the Chief Executive Officer, that provides details about how the CEO and staff are to put a Council Policy into effect. CEO Procedures:

- make clear the what-where-how of a Council Policy;
- are consistent with the Council Policy they are supporting;
- may refer to related Processes and Guidelines; and
- must be authorised by the CEO.

Process means a document that provides in detail certain actions or steps needed to apply a CEO Procedure (or part of one) effectively.



Guideline means a document that supplements a Council Policy. It is written in Plain English, approved by the CEO and explains in simple and clear terms the Town's approach to applying a Council Policy. Guidelines are made publicly available to help people understand how a Council Policy is to be applied. The CEO approves Guidelines.

Major review means a review, to be conducted every three years of the content of a Council Policy to evaluate it for currency, relevance, how it has been implemented and the impact it is having.

Minor review means a review, to be conducted every two years, where the content of a Council Policy may be amended to update terms and references, correct spelling or grammar, fix formatting or re-word parts to improve clarity.

Governance References

Statutory Compliance	Local Government Act 1995, s.2.7(2)(b) Role of Council
Organisational Compliance	Town of Victoria Park Policy 001 Policy Management and Development CEO Procedure – Making a Council Policy (under development)

Policy Administration

Directorate:		Officer title:
Office of the Chief Executive Officer		Manager Governance and Risk
Next Review		Review Cycle
Minor review		2 years (2025)
Major review		3 years (2026)
Version	Date	Ref
1.	June 2023	OCM-061-2023
2.		
3.		