

Policy number	Policy 001
Policy title	Policy management and development
Strategic outcomes supported	CL8 – Visionary civic leadership with sound and accountable governance that reflects objective decision making.

POLICY OBJECTIVE:

To provide for the processes for the making, evaluation and management of policies and management practices.

POLICY SCOPE:

This policy applies across the Town.

DEFINITIONS:

policy evaluation is the examination of the implementation or impact of a policy, with the intent of determining its success against reaching its objectives, and intended impact.

minor policy review entails a broad review of the content of each policy to allow for minor amendments, including changes to formatting, spelling and grammar, rewording of sections to increase clarity, standardisation of terms used, and the updating of references to relevant legislation and other documents. Any amendments arising from a policy review should not alter the purpose or objective of the policy.

POLICY STATEMENT:

1. Pursuant to section 2.7(2)(b) of the *Local Government Act 1995*, Council determines the policies of the local government.
2. A policy is the Council's position on a particular matter, and is to guide the Town in undertaking administrative actions relevant to the policy. It is not intended to provide administrative detail, but rather to set out a general direction and guidance.
3. Some policies may be accompanied by supplementary documentation to ensure that the application of the policy is clear and consistent. The hierarchy of policy documents are as follows:
 - a. **Policy** - Strategic direction adopted by Council. This document is public and is intended for all those that live in, work for, or have dealings with the Town.
 - b. **Management Practice** – Administrative detail on how principles set out by the policy will be carried out by the Town. This document is for internal use by the Town's officers. Management practices are to be made under policies by the Council or other relevant legislative instruments

and must be consistent with the policy under which they are made. Management practices shall outline how a policy is to be implemented, particularly any administrative processes necessary to give effect to a policy. Management practices are approved by the CEO in the manner as set out in the practice.

- c. **Guideline** – Further information explaining the practical application of the policy. This document is intended for the general public and will be made available on the Town’s website.

Guidelines are made as a supplement to the Council policy. They do not bind the Town, its officers or Elected Members. Guidelines are intended to assist members of the community by setting out as simply and clearly as possible the Town’s approach in applying an adopted policy.

Guidelines are approved by the CEO in the manner as set out in the practice.

Guiding Principles

4. Policies, management practices will be concise, clear, consistent and compliant.
 - a. Concise – policies will state no more than is necessary to direct decision making and clarify expected conduct.
 - b. Clear – policies and management practices will be written, in plain English, to avoid ambiguity and to be easily understood by the people affected.
 - c. Consistent – policies and management practices will encompass and be consistent with the Town’s strategic goals, values, risk appetite and template documents.
 - d. Compliant – policies and management practices will comply with all relevant compliance obligations and commitments and the Town’s governance framework.
5. It is acknowledged that there are three key stakeholders with differing relationships in policy development:
 - a. Officers develop and write policies, engage the community in the policy development process and conduct policy evaluations
 - b. Community members participate in co-creation and consultation processes to inform policy development
 - c. Elected members set policies for the Town by considering policies presented for adoption, review and evaluation.

Policy Management and Development Principles

6. 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 circumstances:
 - a. legislative requirement

- b. new or changing industry and organisational standards
 - c. to meet the Town's strategic objectives
 - d. community need or expectation
 - e. advocacy on issues that Council considers to be significant
 - f. as a result of a Council resolution
7. Further, 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
 - c. improved customer / community outcomes
8. Each policy to be created, reviewed or evaluated, is to be assessed against the principles set out in the Town's Public Participation Policy to ensure that an appropriate level of community engagement has been undertaken before the policy is presented to Council.
9. A minor policy review of all the policies of Council ~~the full policy manual~~ is to occur annually.
10. A policy evaluation is to occur for each policy at least once every four years.
11. All policies are to be available on the Town's website.

RELATED DOCUMENTS:

[Local Government Act 1995 \(WA\)](#)

Practice 001.1 Policy development practice

Policy 103 Public participation

