

# Policy Governance



<b>Responsible Division</b>	Corporate and Strategy
<b>Responsible Business Unit</b>	Governance and Organisational Strategy
<b>Responsible Officer</b>	Manager Governance and Organisational Strategy
<b>Affected Business Units</b>	All business units
<b>ECM Document Set ID</b>	4042617

## Purpose

This policy sets out principles and expectations for the development and management of Council's policies.

## Scope

This policy applies to all City of Bayswater policies made under the *Local Government Act 1995* (WA). Administrative controls, including management practices, guidelines and procedures must also be consistent with this policy.

## Definitions

For the purpose of this policy —

**guideline** means a document that supports the interpretation of a policy, often by providing examples to demonstrate how the policy and supplementary documents should be applied.

**policy** means a written statement of Council's position on a matter adopted under the *Local Government Act 1995* (WA).

## Policy Statement

1. Under the *Local Government Act 1995* (WA) section 2.7, one of the roles of Council is to determine the policies of the local government.
2. Policies provide strategic direction and principles to guide the activities of and decision-making by Council and the administration.
3. The administration will develop and maintain such supplementary documents as are necessary to ensure effective implementation of policies.

## Principles for policy development

4. A policy response may be considered where there is complexity or lack of clarity in one or more of the following circumstances:
  - Statutory requirements

- Industry standards
  - Community need or expectations
  - A resolution by Council
  - The City's strategic objectives.
5. A policy will be adopted where it is demonstrated the policy it will provide:
- Clarity and consistency in operations or decision-making
  - Greater efficiency
  - Improved customer or community outcomes.
6. All policies must:
- Be applied consistently across the organisation, unless stated otherwise
  - Support and represent the City's values and strategic objectives
  - Consider relevant stakeholders
  - Comply with statutory requirements
  - Be consistent with other policies, resolutions and local laws
  - Assign a responsible officer to administer the policy
  - Be made available on the City's website within 14 days of being adopted by Council.
7. If necessary, a guideline may be developed to support the interpretation of a policy. Guidelines are to be appended to the relevant policy and adopted by Council.
8. All supplementary documents must be consistent with the relevant policies, local laws and other relevant statutory and administrative requirements.

## Principles for policy management

9. Policies will be reviewed periodically to ensure they remain relevant and fit-for-purpose. Policies will be assessed in accordance with the City's Risk Management Framework and the frequency of review will be determined in accordance with the following:

<b>Risk level</b>	<b>Frequency of review</b>
Extreme	Annually
High	At least every two years
Moderate	At least every two years
Low	At least every four years

A policy may be reviewed, amended or rescinded at any time outside the set review cycle if it is considered necessary.

10. The administration will maintain a register of all policies and supplementary documents.
11. The administration will update relevant internal controls to reflect the review, amendment or rescission of a policy within 30 days of the decision being adopted by Council, if practical.

## Related Legislation

*Local Government Act 1995 (WA) s2.7(2)(b)*

## Related Documentation

Nil

## Document details

<b>Relevant delegations</b>	Nil
<b>Risk evaluation</b>	Low
<b>Strategic link</b>	L1 Accountable and good governance
<b>Council adoption</b>	24 August 2021
<b>Next review due</b>	October 2023
<b>Reviewed/modified</b>	7 December 2021    Low risk review frequency from 3 to 4 years