

Policy Governance Policy

Responsible Division	Office of the CEO
Responsible Business Unit	Governance and Strategy
Responsible Officer	Manager Governance and Strategy
Affected Business Units	All business units
ECM Document Set ID	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:

Risk level	Frequency of review
Extreme	Annually
High	At least every two years
Moderate	At least every three years
Low	At least every four years

A policy may be reviewed, amended or rescinded at any time by resolution of Council 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.
12. The administration may make the following types of minor, inconsequential amendments to the City's policies, without the requirement to present those minor amendments to Council for adoption:
 - Style, formatting and numbering of policies;
 - Correction of spelling and grammatical errors;
 - The updating of references in relation to operational procedural documents, legislation and Australian standards; and
 - The updating of responsible branch names and position titles to reflect the current organisational structure.

Related Legislation

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

Related Documentation

Nil

Document details

Relevant delegations	Nil
Risk evaluation	Low
Strategic link	L1 Accountable and good governance
Council adoption	24 August 2021
Reviewed/modified	7 December 2021
Reviewed/modified	23 July 2024
Next review due	July 2028