8.1 OUTCOME OF ADVERTISING AND ADOPTION OF AMENDED POLICY DEVELOPMENT AND REVIEW POLICY

Attachments:
1. **Corporate Document Development Policy**
2. **Policy Development and Review Policy (marked up)**

RECOMMENDATION:

That Council ADOPTS the amended Policy Development and Review Policy, renamed as Corporate Document Development Policy, at Attachment 1.

PURPOSE OF REPORT:

To present the outcome of community consultation and seek adoption of the amended Corporate Document Development Policy at **Attachment 1**.

DELEGATION:

Section 2.7 of the *Local Government Act 1995* sets out the Role of Council as being to 'determine the local government's policies. There is no delegation to Administration to make, review or repeal policies.

BACKGROUND:

At its 10 December 2024 Meeting, Council approved conducting community consultation of its intention to amend the Policy Development and Review Policy (Policy)

In accordance with the City's Community and Stakeholder Engagement Policy, community consultation was undertaken between 30 January 2025 and 28 February 2025, which is in excess of the 21 days required.

The proposed policy was advertised on the City of Vincent website as follows:

- The consultation webpage was published on the Imagine Vincent website from 30 January 2025 to 28 February 2025 and received 34 views.
- News Item on the City's website – 30 January 2025 received 13 views; and
- E- news publication on 30 January and 13 February.

No public submissions were received.

DETAILS:

The Policy was developed in consultation with Council Members and adopted at the Council Meeting 15 December 2020. The Policy was created in response to the growing need for timely and systematic reviews of outdated policies and the requirement for Council direction and oversight. The Policy ensures that all policy documents, including policies, strategies, and action plans, are regularly reviewed, updated, and aligned with the City's strategic priorities and legislative requirements.

A documented position remains essential to guarantee ongoing accountability and to reduce the backlog of overdue policy reviews, providing clear processes for their management and alignment with Council objectives.

The Policy was reviewed by Administration in accordance with clause 5.1. The findings of this review identified the following substantive changes to the Policy:

Title and Scope Clarification:

The current title, Policy Development and Review Policy, may be misleading as it does not explicitly reference strategies or action plan. To reflect its broader scope, a more inclusive title such as Corporate Document Development Policy is recommended. This would better communicate that the policy governs the creation and maintenance of all strategic documents, not just policies. The name reflects the comprehensive nature of the policy's application across all Council documented positions, including policies, strategies, and action plans, ensuring clarity.

Effectiveness of consultation

The review highlighted an opportunity to enhance consultation practices by categorising amendments based on their significance and potential impact on the community. This approach ensures that all changes are communicated clearly, and that the community is adequately consulted and engaged wherever appropriate.

To achieve this, it is proposed to introduce a classification system similar to that used for local planning scheme amendments. Amendments would be categorised as *Complex, Standard, or Administrative*, ensuring transparency and consistency in consultation practices while maintaining alignment with the Community and Stakeholder Engagement Policy.

Complex Amendments

- Definition: Substantial changes that alter a policy's objectives, purpose, or have a significant impact on the community.
- Consultation Requirement: Broad public engagement is required, in accordance with the Community and Stakeholder Engagement Policy, to ensure that significant changes are communicated effectively, and that the community has ample opportunity to provide input.

Standard Amendments

- Definition: Modifications to policy provisions that do not fundamentally change the policy's core objectives but may adjust its implementation.
- Consultation Requirement: Standard amendments will be advertised for a minimum of 21 days in accordance with the Community and Stakeholder Engagement Policy. The level of consultation will be tailored to the nature and potential impact of the changes, with recommendations for engagement platforms presented to Council for determination.

Administrative Amendments (formerly referred to as Minor Amendments)

- Definition: Amendments of a non-substantive nature that do not affect the intent, purpose, or application of the policy. These include:
    - Grammatical and formatting corrections.
    - Updates to titles, organisational structures, or position names.
    - Adjustments to reflect changes in legislation or regulatory references.
- Consultation and Council Approval: Administrative amendments have not previously required consultation or Council approval, in accordance with clause 5.6 of the Policy, as they are procedural and do not materially impact policy objectives or community outcomes. This approach will continue to ensure that administrative updates can be actioned efficiently. The term *Administrative Amendments* has been proposed to provide greater clarity and better align with the procedural nature of these updates. This change eliminates any confusion around the term "Minor Amendments" by clearly reflecting the intent that such changes are administrative in scope and do not require public consultation or Council approval.

The categorisation system reinforces Council's commitment to ensuring that the community is engaged and consulted on all amendments that may affect them, while enabling Council and Administration to prioritise resources on those that require more extensive engagement efforts.

This approach ensures that consultation efforts are both meaningful and proportional, strengthening community engagement for impactful changes while maintaining efficiency for minor, non-substantive updates.

Additional Clause to Support Prioritisation of Early Consultation

To streamline the review process, an additional dot point to clause 1.3 has been introduced requiring the identification of the amendment category during early consultation.
By clearly outlining the significance of proposed changes, this clause will assist Council Members in prioritising their review of early consultation materials. It enables focused attention on amendments most likely to impact policy outcomes and require Council input to shape the direction of the document prior to formal drafting. This will ensure Council's time and resources are effectively allocated.

A tracked version of the policy, highlighting proposed amendments, is included at **Attachment 2.**

CONSULTATION/ADVERTISING:

No further consultation is required

LEGAL/POLICY:

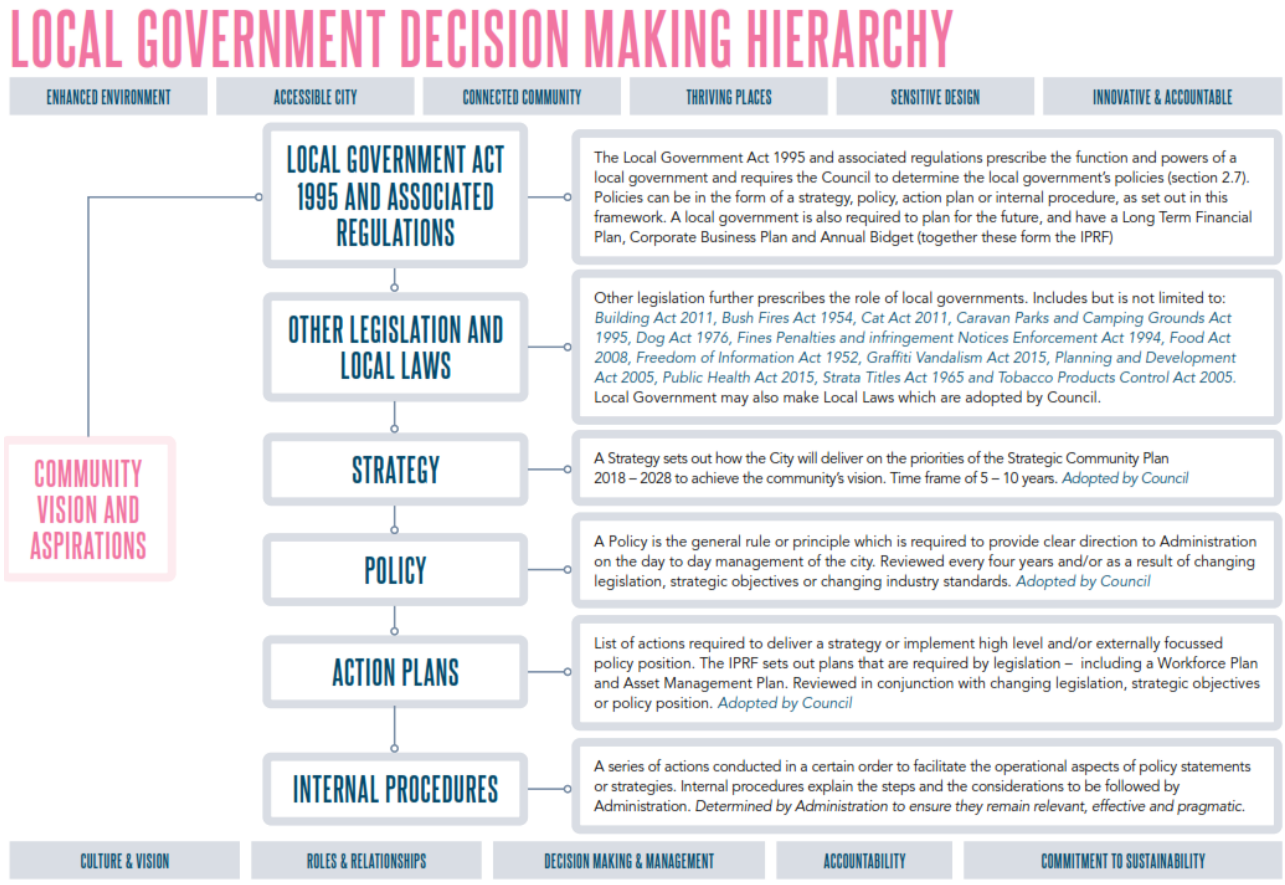
Section 2.7(2)(b) of the *Local Government Act 1995* provides Council with the power to determine policies.

The City's Policy Development and Review Policy sets out the process for the development and review of the City's policy documents.

In accordance with section 2.3 of the Policy Development and Review Policy:

> *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;*

The purpose of the Policy is 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.



RISK MANAGEMENT IMPLICATIONS

Risk Category	Risk Appetite and tolerance statement	description/clarifications
Governance, Due diligence, Accountability and Sustainability	The City has a low risk tolerance for less that better practice decision making for governance, due diligence, accountability, and sustainability, as measured by accepted industry standards and practices.	The Corporate Document Development Policy establishes clear structures and processes for developing, reviewing, and implementing strategies, policies, and action plans. This ensures that decision-making is transparent, consistent, and aligned with legislative requirements and the City's strategic priorities. The policy mandates consultation with Council Members, stakeholder engagement, and a hierarchy for governing documents, which supports accountable governance and reduces the risk of poorly considered or inconsistent decisions. By setting structured review cycles and clear amendment classifications, the policy also ensures that governance documents remain current and effective, mitigating risks associated with outdated or unclear policies. Furthermore, the policy supports the City's high risk appetite for strong community engagement by requiring public consultation for significant policy changes, enabling participatory decision-making while maintaining structured and evidence-based governance processes.

Low: It is low risk for Council to adopt the amended Policy as these changes improve clarity, accountability and enshrine Council's expectations in regard to the preparation of corporate documents.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

Innovative and Accountable

Our community is aware of what we are doing and how we are meeting our goals.
We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

This does not contribute to any environmental sustainability outcomes. This action/activity is environmentally neutral.

PUBLIC HEALTH IMPLICATIONS:

This does not contribute to any public health outcomes in the *City's Public Health Plan 2020-2025.*

FINANCIAL/BUDGET IMPLICATIONS:

Improving community engagement and enhancing early consultation practices will ensure that Council allocates its time and resources efficiently.

CITY OF VINCENT

CORPORATE DOCUMENT DEVELOPMENT POLICY

Legislation / local law requirements	Section 2.7 of the *Local Government Act 1995* Policy 4.1.5 – Community Consultation - appendix 2
Relevant delegations	Nil
Related policy procedures and documents	Local Government Decision Making Hierarchy – D20/148390 Register and Review Plan – D20/126085 & D21/3270 Development and Review Procedure – D20/84189 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 (**Corporate 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 Corporate Documents with the priorities of the SCP; and
- guide Council and Administration on the development, consultation requirements, implementation, review, amendment and repeal of Corporate Documents.

SCOPE

This policy applies to the development and review of Corporate Documents including policies, strategies, and action plans.

DEFINITIONS

Corporate Document: Documents that guide the City's strategic direction, operations and decision-making processes, including policies, strategies, action plans, and other governance or planning documents developed to align with the priorities set out in the City's Strategic Community Plan.

Early Consultation: The process of engaging Council Members and relevant stakeholders at the initial stages of developing or amending a Corporate Document. Early consultation provides an opportunity to present objectives, preliminary ideas, or proposed changes, ensuring alignment with the City's strategic priorities and enabling feedback to shape the direction of the document prior to formal drafting or community engagement.

CITY OF VINCENT

CORPORATE DOCUMENT DEVELOPMENT POLICY

Community Engagement: The process of consulting with stakeholders, including residents, businesses, and other interested parties, to inform, involve, or collaborate on the development or review of Corporate Documents. Engagement is conducted in accordance with the Community and Stakeholder Engagement Policy.

Complex Amendments: Substantial changes that alter a Corporate Document's objectives, purpose, or have a significant impact on the community. These amendments typically require extensive consultation to ensure the proposed changes are communicated effectively and allow for meaningful community input.

Standard Amendments: Modifications to specific provisions within a Corporate Document that do not fundamentally alter its objectives but may adjust its implementation. Consultation requirements for these amendments are tailored based on their potential impact and are undertaken in accordance with the Community and Stakeholder Engagement Policy.

Administrative Amendments: Non-substantive amendments that do not affect the intent, purpose, or application of a strategic document. These include:

- Grammatical and formatting corrections.
- Updates to titles, organisational structures, or position names.
- Adjustments to reflect changes in legislation or regulatory references.

Amendment Categories: The classification of proposed changes to Corporate Documents as Complex, Standard, or Administrative, which informs the level of consultation required and ensures resources are allocated proportionally based on the impact and significance of the changes.

Council Member: a person who is currently serving a term of office as an elected member of the Council in accordance with the *Local Government Act 1995*.

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 Corporate Document is developed and reviewed in consultation with Council and the community.

CORPORATE DOCUMENT DEVELOPMENT POLICY

CITY OF VINCENT

Local Government Decision Making Hierarchy

LOCAL GOVERNMENT DECISION MAKING HIERARCHY

ENHANCED ENVIRONMENT | ACCESSIBLE CITY | CONNECTED COMMUNITY | THRIVING PLACES | SENSITIVE DESIGN | INNOVATIVE & ACCOUNTABLE

COMMUNITY VISION AND ASPIRATIONS

LOCAL GOVERNMENT ACT 1995 AND ASSOCIATED REGULATIONS

The Local Government Act 1995 and associated regulations prescribe the function and powers of a local government and requires the Council to determine the local government's policies (section 2.7). Policies can be in the form of a strategy, policy, action plan or internal procedure, as set out in this framework. A local government is also required to plan for the future, and have a Long Term Financial Plan, Corporate Business Plan and Annual Bidget (together these form the IPRF)

OTHER LEGISLATION AND LOCAL LAWS

Other legislation further prescribes the role of local governments. Includes but is not limited to: *Building Act 2011, Bush Fires Act 1954, Cat Act 2011, Caravan Parks and Camping Grounds Act 1995, Dog Act 1976, Fines Penalties and infringement Notices Enforcement Act 1994, Food Act 2008, Freedom of Information Act 1952, Graffiti Vandalism Act 2015, Planning and Development Act 2005, Public Health Act 2015, Strata Titles Act 1965 and Tobacco Products Control Act 2005.* Local Government may also make Local Laws which are adopted by Council.

STRATEGY

A Strategy sets out how the City will deliver on the priorities of the Strategic Community Plan 2018 – 2028 to achieve the community's vision. Time frame of 5 – 10 years. *Adopted by Council*

POLICY

A Policy is the general rule or principle which is required to provide clear direction to Administration on the day to day management of the city. Reviewed every four years and/or as a result of changing legislation, strategic objectives or changing industry standards. *Adopted by Council*

ACTION PLANS

List of actions required to deliver a strategy or implement high level and/or externally focussed policy position. The IPRF sets out plans that are required by legislation – including a Workforce Plan and Asset Management Plan. Reviewed in conjunction with changing legislation, strategic objectives or policy position. *Adopted by Council*

INTERNAL PROCEDURES

A series of actions conducted in a certain order to facilitate the operational aspects of policy statements or strategies. Internal procedures explain the steps and the considerations to be followed by Administration. *Determined by Administration to ensure they remain relevant, effective and pragmatic.*

CULTURE & VISION | ROLES & RELATIONSHIPS | DECISION MAKING & MANAGEMENT | ACCOUNTABILITY | COMMITMENT TO SUSTAINABILITY

CITY OF VINCENT

CORPORATE DOCUMENT DEVELOPMENT POLICY

POLICY

1. Objective and Agenda Setting

1.1 the development of a Corporate 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 Corporate 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 Council Members. Council Members will be provided with the following information:

- a draft objective for the Corporate 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 Corporate Document;
- 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 Corporate Document, including any impact on the adopted budget or the City's Long-Term Financial Plan; and
- where amendments are proposed the relevant amendment category will be summarised in the title field of the early consultation materials

2. Corporate Document hierarchy

2.1 depending on the nature of the objective or agenda, it may be appropriate to prepare one or more Corporate 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 Corporate Documents must align with one or more objectives in the SCP.

CITY OF VINCENT

CORPORATE DOCUMENT DEVELOPMENT POLICY

3. Content of Corporate Document

Corporate Document 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 Council Members, as specified in clause 1.3
4.2 following objective or agenda setting the development of a Corporate Document 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 Corporate Documents;
4.3 draft Corporate 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 and guided by the following amendment classifications;

- **Complex Amendments** - Broad public engagement will be required, aligned with the Community and Stakeholder Engagement Policy, to ensure significant changes are thoroughly communicated and reviewed.
- **Standard Amendments** - Will be advertised for a minimum of 21 days in accordance with the Community and Stakeholder Engagement Policy. Consultation methods will be tailored based on the potential impact of the amendments, with recommendations presented to Council for determination.

4.4 a summary of submissions received and Administrations response to submissions will be presented to Council along with a recommendation that the Corporate 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 Corporate Document is adopted; and
4.6 once adopted all Corporate Documents are to be included in the City's Local Government Hierarchy, recorded in the City's Corporate Document Register and Review Plan.

5. Review

5.1 Policies are to be reviewed at least every four years, or more frequently as specified in the document (and reflected in the Corporate Document Register and Review Plan);
5.2 Strategies and Action Plans are to be reviewed at the end of their adopted lifespan. This review may include a close-out report measuring the success and outcomes of the strategy or plan;
5.3 the Corporate Document review process includes a review of where the document sits in the Local Government Hierarchy;
5.4 the City's Corporate 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;
5.5 the outcome of each Corporate Document review is to be presented to Councillors 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;

CITY OF VINCENT

CORPORATE DOCUMENT DEVELOPMENT POLICY

5.6 the outcome of each review is to be noted in the Corporate Document and recorded in the City's Corporate Document Register and Review Plan;
5.7 Complex or standard amendments, require the approval of Council in the same manner as a new Corporate Document would which includes community consultation in accordance with clauses 4.1 to 4.6;
5.8 Administrative amendments do not require the approval of Council or community consultation; and
5.9 Council approval of the repeal of a Corporate Document is required.

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

CORPORATE DOCUMENT ~~POLICY~~ DEVELOPMENT POLICY

CITY OF VINCENT

Legislation / local law requirements	Section 2.7 of the *Local Government Act 1995* Policy 4.1.5 – Community Consultation - appendix 2
Relevant delegations	Nil
Related policy procedures and documents	Local Government Decision Making Hierarchy – D20/148390 Register and Review Plan – D20/126085 & D21/3270 Development and Review Procedure – D20/84189 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~~ Corporate ~~d~~D**ocuments**) 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~~ Corporate Document with the priorities of the SCP; and
- guide Council and Administration on the development, consultation requirements, implementation, review, amendment and repeal of ~~policy documents~~ Corporate Document.

SCOPE

This policy applies to the development and review of ~~policy documents by the City.~~ Corporate Document including policies, strategies, and action plans.

DEFINITIONS

Corporate Document: Documents that guide the City's strategic direction, operations and decision-making processes, including policies, strategies, action plans, and other governance or planning documents developed to align with the priorities set out in the City's Strategic Community Plan.

Early Consultation: The process of engaging Council Members and relevant stakeholders at the initial stages of developing or amending a Corporate Document. Early consultation provides an opportunity to present objectives, preliminary ideas, or proposed changes, ensuring alignment with the City's strategic priorities and enabling feedback to shape the direction of the document prior to formal drafting or community engagement.

Community Engagement: The process of consulting with stakeholders, including residents, businesses, and other interested parties, to inform, involve, or collaborate on the development or review of Corporate

CORPORATE DOCUMENT ~~POLICY~~ DEVELOPMENT POLICY

CITY OF VINCENT

Document. Engagement is conducted in accordance with the Community and Stakeholder Engagement Policy.

Complex Amendments: Substantial changes that alter a Corporate Document's objectives, purpose, or have a significant impact on the community. These amendments typically require extensive consultation to ensure the proposed changes are communicated effectively and allow for meaningful community input.

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- Grammatical and formatting corrections.
- Updates to titles, organisational structures, or position names.
- Adjustments to reflect changes in legislation or regulatory references.

Amendment Categories: The classification of proposed changes to Corporate Document as Complex, Standard, or Administrative, which informs the level of consultation required and ensures resources are allocated proportionally based on the impact and significance of the changes.

Council Member: a person who is currently serving a term of office as an elected member of the Council in accordance with the *Local Government Act 1995.*

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~~ Corporate Document is developed and reviewed in consultation with Council and the community.

CORPORATE DOCUMENT ~~POLICY~~ DEVELOPMENT POLICY

CITY OF VINCENT

Local Government Decision Making Hierarchy (Updated Grpahpic)

LOCAL GOVERNMENT DECISION MAKING HIERARCHY

ENHANCED ENVIRONMENT | ACCESSIBLE CITY | CONNECTED COMMUNITY | THRIVING PLACES | SENSITIVE DESIGN | INNOVATIVE & ACCOUNTABLE

COMMUNITY VISION AND ASPIRATIONS

LOCAL GOVERNMENT ACT 1995 AND ASSOCIATED REGULATIONS

The Local Government Act 1995 and associated regulations prescribe the function and powers of a local government and requires the Council to determine the local government's policies (section 2.7). Policies can be in the form of a strategy, policy, action plan or internal procedure, as set out in this framework. A local government is also required to plan for the future, and have a Long Term Financial Plan, Corporate Business Plan and Annual Bidget (together these form the IPRF)

OTHER LEGISLATION AND LOCAL LAWS

Other legislation further prescribes the role of local governments. Includes but is not limited to: *Building Act 2011, Bush Fires Act 1954, Cat Act 2011, Caravan Parks and Camping Grounds Act 1995, Dog Act 1976, Fines Penalties and infringement Notices Enforcement Act 1994, Food Act 2008, Freedom of Information Act 1952, Graffiti Vandalism Act 2015, Planning and Development Act 2005, Public Health Act 2015, Strata Titles Act 1965 and Tobacco Products Control Act 2005.* Local Government may also make Local Laws which are adopted by Council.

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POLICY

A Policy is the general rule or principle which is required to provide clear direction to Administration on the day to day management of the city. Reviewed every four years and/or as a result of changing legislation, strategic objectives or changing industry standards. *Adopted by Council*

ACTION PLANS

List of actions required to deliver a strategy or implement high level and/or externally focussed policy position. The IPRF sets out plans that are required by legislation – including a Workforce Plan and Asset Management Plan. Reviewed in conjunction with changing legislation, strategic objectives or policy position. *Adopted by Council*

INTERNAL PROCEDURES

A series of actions conducted in a certain order to facilitate the operational aspects of policy statements or strategies. Internal procedures explain the steps and the considerations to be followed by Administration. *Determined by Administration to ensure they remain relevant, effective and pragmatic.*

CULTURE & VISION | ROLES & RELATIONSHIPS | DECISION MAKING & MANAGEMENT | ACCOUNTABILITY | COMMITMENT TO SUSTAINABILITY

CORPORATE DOCUMENT ~~POLICY~~ DEVELOPMENT POLICY

CITY OF VINCENT

POLICY

1. Objective and Agenda Setting

1.1 the development of a Corporate 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~~ Corporate 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 Council Members. Council Members will be provided with the following information:

- a draft objective for the ~~policy document~~ Corporate 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 document~~ Corporate Document;
- 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~~ Corporate Document, including any impact on the adopted budget or the City's Long-Term Financial Plan~~.~~; and
- where amendments are proposed the relevant amendment category will be summarised in the title field of the early consultation materials

2. ~~Policy Document~~ Corporate Document hierarchy

2.1 depending on the nature of the objective or agenda, it may be appropriate to prepare one or more ~~policy documents~~ Corporate Document;

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;

CORPORATE DOCUMENT ~~POLICY~~ DEVELOPMENT POLICY

CITY OF VINCENT

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~~ Corporate Document must align with one or more objectives in the SCP.

3. Content of ~~Policy Documents~~Corporate Document

~~Policy documents~~ Corporate Document 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 Council Members, as specified in clause 1.3

4.2 following objective or agenda setting the development of a ~~policy documents~~ Corporate Document 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~~ Corporate Document;

4.3 draft ~~policy documents~~ Corporate Document 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 and guided by the following amendment classifications;

Complex Amendments

- Broad public engagement will be required, aligned with the Community and Stakeholder Engagement Policy, to ensure significant changes are thoroughly communicated and reviewed.

Standard Amendments

- Standard amendments will be advertised for a minimum of 21 days in accordance with the Community and Stakeholder Engagement Policy. Consultation methods will be tailored based on the potential impact of the amendments, with recommendations presented to Council for determination.

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~~ Corporate 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~~ Corporate Document is adopted; and

4.6 once adopted all ~~policy documents~~ Corporate Document are to be included in the City's Local Government Hierarchy, recorded in the City's ~~Policy Document~~ Corporate Document Register and Review Plan.

CORPORATE DOCUMENT ~~POLICY~~ DEVELOPMENT POLICY

CITY OF VINCENT

5. Review

5.1 ~~Policy documents~~ Policies are to be reviewed at least every four years, or more frequently as specified in the document (and reflected in the ~~Policy~~ Corporate Document Register and Review Plan);

~~5.1~~5.2 Strategies and Action Plans are to be reviewed at the end of their adopted lifespan. This review may include a close-out report measuring the success and outcomes of the strategy or plan;

~~5.2~~5.3 the ~~policy document~~ Corporate Document review process includes a review of where the document sits in the Local Government Hierarchy;

~~5.3~~5.4 the City's ~~Policy~~ Corporate 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~~5.5 the outcome of each ~~policy document~~ Corporate Document review is to be presented to Council 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~~5.6 the outcome of each review is to be noted in the ~~policy document~~ Corporate Document and recorded in the City's ~~Policy Document~~ Corporate Document Register and Review Plan;

~~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 Complex or standard amendments ~~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~~ Corporate Document would which includes community consultation in accordance with clauses 4.1 to 4.6;

5.8 Administrative amendments do not require the approval of Council or community consultation; and

~~5.2~~ 5.9 Council approval of the repeal of a ~~policy document~~ Corporate Document is required.

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