

POLICY NO: 4.1.1

POLICY MANUAL – ADOPTION AND REVIEW OF POLICIES

OBJECTIVES

To:

- provide the Council with a formal written record of all policy decisions;
- provide Employees with precise guidelines in which to act in accordance with the Council's direction;
- enable Employees to act promptly in accordance with Council's requirements, but without continual reference to Council;
- enable the Council to maintain a continual review of Council Policy decisions and to ensure they are in keeping with community expectations, current trends and circumstances; and
- enable ratepayers to obtain immediate advice on matters of Council Policy.

POLICY STATEMENT

Section 2.7 of the Local Government Act 1995 prescribes part of the role of a Council is to *"determine the local government's policies"*.

The Act does not define the term *"policy"* and hence, for the purpose of the City it shall mean:

"A general rule or principles, adopted by the Council to provide clear direction to Employees for the day to day management of the local government, to be applied in the exercise of a function under which authorisation may, or is to, be given or authorised or give direction to the City to align with community values and aspirations.

Policies set a guiding direction for the management of the City and establish a fair and cohesive approach to solving issues. Policies help to ensure fair and equitable decisions are made and that strategies are established and understood by all.

Policies adopted by the City of Vincent will enable the more efficient and effective use of the City's resources and will enable Employees and the Council to make decisions based on the principles of equity, fairness, natural justice, transparency of decision making and good government as well as meeting statutory requirements."

1. Policy Development

Where a matter for consideration by the Council is identified as having longer term policy implications, the appropriate staff shall develop a policy for Council's consideration. Where feasible, this will be undertaken in conjunction with the matter under consideration with a report outlining principles and issues of the policy proposal being prepared, together with a draft policy for inclusion in an Ordinary Council Meeting Agenda for consideration by the Council.

If the Council requests the development of a new policy, a background report outlining principles and issues of the policy proposal shall be prepared by staff, together with a draft policy (if appropriate) for inclusion in an Ordinary Council Meeting Agenda for consideration by the Council.

New policies or amendments to existing policies shall be made only on:

- (a) An Agenda Report clearly setting out details of new or amended policies;
- (b) *“Motions of Which Previous Notice has been Given”* from Elected Members and approved by the Council.

2. Proposed New Policies and Major Amendment to Existing Policies

New policy development shall incorporate consultation with:

- Elected Members;
- appropriate senior Staff;
- relevant statutory and regulatory agencies; and
- any other stakeholders relevant to the policy proposal.

After approval in principle by the Council, all proposed new policies and major amendments to existing policies are to be advertised for community consultation for a minimum of twenty-one (21) days.

At the conclusion of the community consultation period, the Council is to consider all written submissions received via a report from the Chief Executive Officer.

If no public submissions are received, the amended/draft policy is to be included into the City’s Policy Manual.

3. Minor Amendments to Existing Policies

Minor amendments to existing policies shall be carried out via the standard reporting process in the Agenda for Ordinary Council Meetings.

4. Review of Policies

All policies within the Policy Manual shall be reviewed every five (5) years and a report presented to Council detailing proposed changes, if any.

This does not, however, limit the review of individual policies during the year if identified as requiring review and/or amendment prior to the next review date.

5. Increase by Consumer Price Index for Financial Amounts

All financial amounts in the City’s policies will be increased by the Consumer Price Index (Perth) on 1 July each year, without the need to formally report to the Council.

6. Use of Titles, Organisational Names and the like

The Chief Executive Officer is authorised to amend policies to reflect any change in titles, organisational names, legislation description or reference and the like, without the need to formally report to the Council.

Date Adopted:	23 January 2007
Date Amended:	-
Date Reviewed:	28 February 2012
Date of Next Review:	February 2017