



Development of Policies and Administrative Procedures

Status	Council
Responsible division	Corporate & Strategy
Objective	To establish a policy framework that aims to set an overarching governance hierarchy enabling the Council and Administrations to collectively: • Provide effective and accountable strategic leadership. • Make decisions based on principles of equity, fairness, natural justice, transparency of decision making and good government, as well as meeting statutory requirements.

Context

Council Policies and Administrative Procedures enable effective and efficient management of Council resources and assist staff and Council to achieve an equitable decision-making process.

Statement

In respect to policy development and implementation, the intent outlined in the Local Government Act 1995 (section 2.7 (2b) and 5.41) is for Council to set the strategy and policy direction with the implementation of that direction and the day to day operations resting with the Chief Executive Officer (CEO).

Council Policies – approved by Council

- Are strategic, outcome focused and set governing principles guiding the direction of the organisation;
- Have a strategic external focus;
- Align with community values and aspirations;
- Are clearly linked to the role of Council;
- Are focused on alignment with the Strategic Plan and Strategic Financial Plan of Council; and
- Do not prevail over or contradict the Local Planning Scheme.

Their intent is to have Council Policies that drive and align with the Strategic Plan:

Council policies are developed through a Council workshop process and/or the administration and adopted by Council.



Council Policies provide Council's view and general guidance without directing operational activities.

Administrative Procedures

- Are developed for administrative and operational imperatives;
- Have an internal focus;
- Are developed by the administration; and
- Are endorsed by the Executive and approved by the CEO.

Procedures

Procedures are the administrative guidelines for the implementation of Council Policies and Administration Procedures, supporting sound administration of the City (generally technical and/or operational in nature). They are endorsed by the Executive and approved by the CEO.

Related documentation

Review of Policies.

Related Local Law/legislation

Local Government Act 1995 (section 2.7 (2b) and 5.41)

Related delegation

Nil.

Review History

23 June 2020	CEO Report Item 13.6
28 July 2015	Report CPS18.15
25 September 2012	Report CP41.12