

STRATHFIELD COUNCIL

**POLICY
DEVELOPMENT AND
REVIEW POLICY**

2 AUGUST 2022

	POLICY DEVELOPMENT AND REVIEW POLICY		
RESPONSIBILITY	Corporate Strategy		
DATE ADOPTED	2 August 2022	MINUTE	161/22
REVISED	n/a	REVIEW	2024
CM10 No	22/57897		
ASSOCIATED POLICIES	Strathfield Community Strategic Plan (CSP) Strathfield Long Term Financial Plan (LTFP)		
ASSOCIATED LEGISLATION	<i>Local Government Act 1993</i> <i>Government Information (Public Access) Act 2009 (Division 3)</i>		

1. Introduction

This policy is titled Policy Development and Review Policy. This policy was adopted by Council resolution (161/22).

1.1 Purpose

The purpose of this policy is to:

- provide guidance on the development and review of Council policies to achieve transparent and consistent decision making which aligns with the Strathfield Community Strategic Plan (CSP), Community Vision, Council's strategic priorities and legislative requirements
- provide guidance on the preparation, consultation requirements, review, amendment and repeal of policy documents

1.2 Scope

This policy applies to the development and review of Council policy documents.

2. Policy establishment

Policies are prepared to establish the Council's position on an issue or to provide additional guidance in respect to a legislative requirement. Preparation of a new policy or revision of an existing policy may occur:

- to meet a legislative requirement
- to address a community need or expectation
- to meet Council's strategic objectives or actions
- as a result of a Council resolution

Policy documents should be:

- consistent with the Council's strategic priorities, values, and budgets

- compliant with relevant legislation and/or NSW Government policies
- written in plain English and convey clear and concise direction

Adopting a Council policy should result in:

- clarity and consistency in decision making
- improved efficiency and effectiveness
- improved customer and community outcomes

2.1 Policy preparation

Policies are prepared in consultation with the elected Council. In considering the new or revised policy, the Council will be provided with the following information:

- the requirement, purpose and objectives of the draft policy
- how the policy will align with the CSP
- proposed level of community engagement required
- the proposed review timeframe and expiry period, if applicable
- any financial impacts arising from the proposed policy document, including any impact on the adopted budget or the Council's Long-Term Financial Plan
- any consultation with relevant stakeholders that has occurred in preparing the new or revised draft policy (including internal staff consultation)

2.2 Consultation

All Council policies, except for minor amendments, involve consultation processes which require that:

- draft policy documents are presented to Council for approval to commence public exhibition and community consultation
- following public exhibition, a report with responses to submissions received and recommendations, will be presented to Council
- adopted policy documents are included in the Council's Policy Register
- adopted policy documents are published on Council's website

2.3 Review and Repeal of Policies

Policies must be regularly reviewed to maintain currency. The following processes will apply:

- Policy documents are to be reviewed at least every four years, or more frequently as specified in the policy document or in response to changes set out in clause 2
- the outcome of policy reviews is to be presented to the Council for consideration
- the outcome of each review is to be noted in the policy document and recorded in the Council's Policy Register
- minor amendments to a policy document may be made administratively. Minor amendments are not of a substantive nature, and include grammatical and formatting changes, changes to positions, titles or organisation structure and legislative references or requirements
- any repeal of policies or substantive amendments, require the approval of Council

3. Version Control

Date	Type	Minute
2 August 2022	Adoption of policy	161/22