

MEMBERS

POLICY NO.	M.1
POLICY SUBJECT	Policy Manual
ADOPTION DATE	17 December 1998
LAST VARIATION DATE	24 November 2016 (C.09/1116)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

1. It is the policy of the Council to maintain a manual recording the various policies of the Council.
2. Policies are to relate to issues of an on-going nature; policy decisions on single issues are not to be recorded in the manual.
3. The objectives of the Council's Policy Manual are:
 - a) to provide Council with a formal written record of all policy decisions;
 - b) to provide the staff with precise guidelines in which to act in accordance with Council's wishes;
 - c) to enable the staff to act promptly in accordance with Council's requirements, but without continual reference to Council;
 - d) to enable Councillors to adequately handle enquiries from electors without undue reference to the staff or the Council;
 - e) to enable Council to maintain a continual review of Council policy decisions and to ensure they are in keeping with community expectations, current trends and circumstances;
 - f) to enable ratepayers to obtain immediate advice on matters of Council Policy.
4. The Policy Manual is to be reviewed on an annual basis.
5. A copy of the Policy Manual, together with details of variations as they occur, shall be distributed to all Councillors and appropriate Staff. The manuals are to remain the property of the Council. The manuals will be supplied in an electronic format.
6. Changes to Council Policy shall be made as part of the annual review process or:
 - a) Notice of Motion, or
 - b) an Agenda Item clearly setting out details of the amended Policy.
7. All changes, additions or deletions to any policy shall be cited as Variations and recorded in the Shire's Policy Manual with the date on which that Variation became operational.