



POLICY – 3.1 – Policy Manual – Changes to be Authorised

Relevant Delegation

N/A

1. Objectives

To establish principles in regard to the keeping of a Policy Manual and how it may be reviewed or changed.

2. Policy Statement

- 2.1. A Policy establishes rules by which the business of the local government is conducted. Policy provides for a consistent approach to a given circumstance and is a statement that will be of considerable benefit to guide and assist Councillors, staff and the community in understanding the objectives of Council.
- 2.2. It is the policy of the Council to maintain a record of the various policies of the Council.
- 2.3. Policies are to relate to issues of an on-going nature. Decisions on single issues are not policy and are not to be recorded in the manual.
- 2.4. The objectives of the Council's Policy Manual are – - to provide Council with a formal written record of all policy decisions.
 - to provide the staff with precise guidelines in which to act in accordance with Council's wishes.
 - to enable the staff to act promptly in accordance with Council's requirements, but without continual reference to Council.
 - to enable Councillors to adequately handle enquiries from electors without undue reference to the staff or the Council.
 - 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.
 - to enable ratepayers to obtain immediate advice on matters of Council Policy.
- 2.5. Maintenance of Council's Policy Manual –
 - an official copy is to be retained by the Chief Executive Officer and updated as and when a policy is adopted, amended or deleted by the Council.
 - new, amended or deleted Policies are to be circulated to Councillors as soon as possible after resolution, preferably with the Minutes of the Meeting,
 - in the months after annual adoption of Delegations Register as required by the Local Government Act, the Chief Executive Officer is to carry out an administrative review of the Policy Manual annually, and recommend any additional, amendments or deletion of policies,

- following the review and any changes resolved by Council, an updated copy of the complete Policy Manual is to be distributed to all Councillors.

2.6. Changes to Council Policy shall be made only on specific resolution of Council adopting, amending or revoking a particular policy, and clearly setting out details of the new or amended policy.

– *End of Policy*

COMMENT

Formerly	Policy 1.1 Amended	
	29 November 2012	
Last Reviewed	30 August 2018	
Next Review Date	February 2021	
Amended	29 November 2018	
Adopted	25 June 2015	30 August 2018
Version	1	