	COUNCIL POLICY	POLICY NUMBER
	CREATION AND REVIEW OF COUNCIL POLICIES	C018
RESPONSIBLE OFFICER	APPROVED	TO BE REVIEWED
General Manager	March 2016	March 2018

1. Objective

To ensure policies are developed, implemented and maintained in order to support consistent and compliant decision making.

2. Policy

All new policies need to conform to the requirements set in this policy. All Managers are responsible for monitoring compliance with policies.

Policies are a key component in the achievement of Council's Strategic and Annual Plans. Policies provide assistance to the organisation in decision making, particularly conflict resolution between competing interests. If there are any changes to Council's plans, objectives and statutory responsibilities it must be reflected in the Council's policies and the appropriate changes made.

This policy applies to all Councillors and Council Staff.

3. Application

When a required policy is identified or requested by the Management Team or Council, the relevant Manager or General Manager is assigned to oversee the development, distribution, endorsement, recording and revision of the policy.

The General Manager is responsible for endorsing management policies, while all other policies must be endorsed by Council. The General Manager has the responsibility to implement the policies, plans and programs of the Council.


All Council and Management policies will be made available internally through Council's shared records management system, which is secured to ensure that the document can only be read by all staff and no changes made. Council policies will also be published on the Council website.

If a policy needs to be reviewed, arrangements are made with the General Manager or relevant manager to allow for the appropriate policy document to be accessed and edited by the relevant staff member and to ensure version control is adhered to.

Robert Higgins
GENERAL MANAGER

Disclaimer

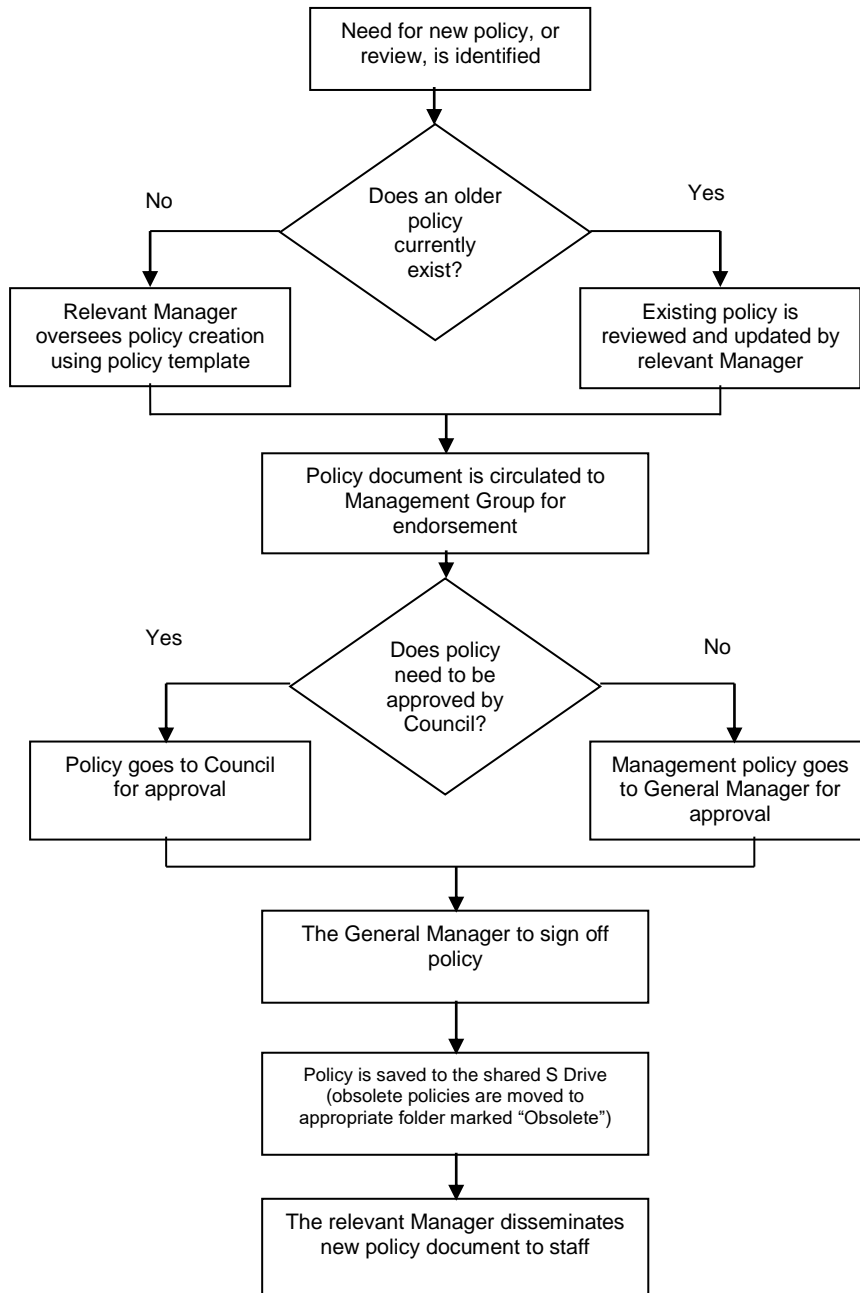
That this policy be read in conjunction with any or all other Council and/or Management Policies

	COUNCIL POLICY	POLICY NUMBER
	CREATION AND REVIEW OF COUNCIL POLICIES	C018
RESPONSIBLE OFFICER	APPROVED	TO BE REVIEWED
General Manager	March 2016	March 2018

Procedures

Policy documents are located in Shared Drive under S:\CORPORATE SERVICES\Policy & Procedures.

The procedure for creating or reviewing a policy is as follows:



The retention status for policy documents is permanent.