

Shire of Wiluna Policy Manual

THE POLICY MANUAL RECORD

Policy 1.1

- 1 It is the policy of Council to maintain a manual that records the various policies of 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 Policy Manual are:
 - To provide Council with a formal written record of all policy decisions; and;
 - To provide the staff with precise guidelines in which to act in accordance with Council wishes; and;
 - To enable the staff to act promptly in accordance with Council's requirements, but without continual reference to Council; and;
 - To enable Councillors to adequately handle enquiries from electors without undue reference to the staff or the Council; and;
 - 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; and;
 - To enable the ratepayer to obtain immediate advice on matters of Council policy.
- 4 The Policy Manual will be maintained and updated as and when a policy is adopted, varied or rescinded by the Council and a register showing past policies of the Council must also be maintained
- 5 The Policy Manual is to be uploaded onto the Shire of Wiluna's website, and amended policies are to be uploaded as soon as is practicable after adoption by the Council
- 6 The Council is to carry out a review of the complete policy manual annually preferably when the delegations of authority to the Chief Executive Officer are reviewed; a review of individual policies must also be done within two years from adoption of that policy or its last review
- 7 All Staff and Councillor's are to be provided access to and/or a copy of the Policy Manual. The manual remains the property of the Council.
- 8 Provision of printed/hard-copies to other parties is at the discretion of the Chief Executive Officer and may incur copy charges (as set in the annual fees and charges adopted each year by Council).

All printed copies issued must be done so with a disclaimer that the printed copy is only warranted at the time of printing and that reference should be made to the official manual (located on Shire's website) rather than relying upon the printed copy.

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- 9 Changes to Council policy shall only be made on:
- Resolution of Council, or
 - Requirements of statute or legislation, in order to ensure compliance.

Any changes to policies because of statutory/legislative compliance are to be authorised by the Chief Executive Officer and reported at the next ordinary Meeting of the Council.

Document Control	
Responsible Directorate	Office of the CEO
Relevant Section	Governance
Legislative Requirement	
Council Meeting Held & Adopted, Resolution #	25 September 2013 085/13
Amendments, Date & Resolution #	Amended 27.5.2015 091/15
Review Dates & Resolution #	
Next Review Date	