1.0 Purpose

1.1 The purpose of the policy is to document the practice for the creation, approval and presentation of Council Policy statements.

2.0 Objective

2.1 The objective of this policy is to ensure all proposed policies have Council’s approval or directive for the development of the policy. Policies must have documented Council’s clearly stated policy purpose and objective.

2.2 Policy drafts accepted by Council will be “adopted in principle subject to public consultation”. Public consultation will be undertaken in accordance with Council’s Public Consultation Policy. A report documenting the public response will be presented to Council for adoption.

2.3 Council shall ensure that all policies are open to review at least every two years and within six months of the appointment of a newly elected Council.

2.4 Changes to Council policy shall be made as part of the review process or:
(a) Notice of Motion, or
(b) an Agenda Item clearly setting out details of the amended policy.

2.5 The objectives of the Council 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 enables staff to act promptly in accordance with Council’s requirements, but without continual reference to Council;
(d) to enable Councillors to adequately handle enquires 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.

3.0 Policy

3.1 That:
(a) it is the policy of the Council to maintain a manual recording of the various policies of the Council;
(b) Council Policies are to relate to issues of an on-going nature; policy decisions on single issues are not to be recorded in the manual;
(c) the Council is responsible for the setting of policy by Council resolution;
(d) adopted Policies are to be readily available for public access.
4.0 Legislation

Section 28 of the Local Government Act 2009 provides as follows:

28. Functions of councillors
(1) .................................................................
(2) The councillors of a council collectively have the following functions:
   (a) .................................................................
   (b) to determine and monitor the application of policies, plans and programs for–
      (i) the efficient and effective provision of services and facilities; and
      (ii) the efficient and effective management of assets; and
      (iii) the fair and equitable treatment of employees of the council;

5.0 Responsibility

The General Manager is responsible for the application of this policy.

6.0 Minute Reference

Minute No. 12.2

7.0 Council Meeting Date

This policy was approved by Council on 15 November 2010.