



Development of Policy Documents

Policy type	Council
Adopted by	Moira Shire Council
Responsible director	Director Corporate Governance
Responsible officer	Corporate Governance Officer
Date adopted	17 October 2011
Scheduled for review	17 October 2014

PURPOSE

To establish a standard for the development of policy documents, which will contribute to the consistency, clarity and transparency of Council's decision making processes.

SCOPE

The guidance provided applies to the development of all Council and Chief Executive Officer policy documents.

POLICY

1. The role of policies is to provide a consistent approach to making decisions which are legal, open and accountable.
2. There are two types of policy documents:

Council Policy

A document adopted by Council to convey a course or principle of action that supports the work of Council. Policies can be required by legislation, be strategic to influence the direction of an issue, or assist council officers to make decisions on behalf of Council. Some administrative issues also require Council policy to meet statutory requirements.

Chief Executive Officer Policy

A document adopted by the Chief Executive Officer (CEO) or Corporate Management Team (CMT). Policies are administrative in nature for internal or operational issues and may be linked to a Council policy.

3. Moira Shire Council policies will:
 - Be consistent with the Council Plan and not conflict with any other policies.
 - Take into account all legal, financial, environmental, social and political implications.
 - Consider risk analysis implications and compatibility with the Charter of Human Rights and Responsibilities.
 - Consider all issues involved and be tested against possible scenarios.
 - Be presented in a consistent style and format.



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4. The Chief Executive Officer is authorised to make minor amendment to the format of a policy adopted by Council or to change organisational responsibility.
5. Adopted Council policy documents will be included on Council's website.
6. A policy register of all policy documents will be maintained.

RELATED POLICIES

All policy documents

RELATED LEGISLATION

Local Government Act 1989

REFERENCES

Policy Guideline

REVIEW

This policy will be reviewed three years from the date of adoption, with operational amendments as required in accordance with Council's approval.