

POLICY TITLE:	POLICY FRAMEWORK
POLICY NUMBER:	P01
CATEGORY:	COUNCIL POLICY
CLASSIFICATION:	
STRATEGIC PLAN REFERENCE:	
STATUS: Draft	Council Resolution

Date Approved: 17/02/2009		Approved By:	Councillors – resolution no.	Date for review: 17/02/2011	Next Council Election
Date Approved:		Approved By:		Date for review:	
Date Approved:		Approved By:		Date for review:	
Date Approved:		Approved By:		Date for review:	

PURPOSE:

This Shire Policy provides guidance for the development, classification and categorisation of policy documents for Wagait Shire.

This policy framework will ensure the provision of Shire Policies written in clear, concise English, which conform to adopted guidelines.

POLICY:

Policies must comply with all relevant legislation (e.g. Local Government Act and Regulations (2008), Workplace Health and Safety Act and Regulations, etc.), Shire resolutions, and/or with the Corporate/Business Plan.

During the policy drafting stage, consideration will be given as appropriate timelines for review of the policy. A review schedule will be incorporated into the policy document, which will commence once implementation has occurred.

All Wagait Shire employees will have access to all Shire Policies. Printed copies may be obtained upon request to supervisors.

Access to Shire Policy for interested external members of the community will be via the shire website. Alternatively, printed copies of individual Shire Policy documents will be made available on a cost-recovery basis.

POLICY CONTENT:

The content of the body of the Shire Policy will have the following headings. These are:

1. Policy No.
2. Title
3. Policy
4. Effect
5. References

EFFECT:

Provides for consistence in the development and recording of Council Policy.