



POLICY MANUAL

Policy title:	POLICY MAKING POLICY
Policy number:	1.4.2
Objective:	To establish a process which will ensure that the development and review of Council's policies is consistent and based on full knowledge of their implications (including cost) and of all the related policy options.
Link to community vision/service:	Civic Leadership/Management
Program Area:	Corporate Services
Policy created: 20/03/90	Council reviewed: 06/08/96, 27/04/99, 20/06/06, 01/12/10
Last reviewed by staff: 18/12/13	TRIM Ref: ED10/15815 & ED16/27624

A. Policy Manual

1. Lismore City Council's Policy Manual will be available for perusal by members of the public at Council's Administration Centre and on its website.
2. The policy format in the Policy Manual will enable people to identify the policy's links to Council's Strategic Plan and the objective of that policy.

B. New Policy Development

When ideas for a new policy or for changes to an existing policy are suggested, either by Councillors, Council staff, other organisations or members of the community, the following procedures will apply:

1. The proposed policy, or policy change, will be referred to the relevant committee or the General Manager to allocate to appropriate staff for research, analysis, policy formulation and recommendation to Council.
2. During the formulation stage all sections having a link to the policy area are to be consulted.
3. Where the policy will have a noticeable effect on the public the policy is to be advertised for public comment prior to adoption.
4. Each report recommending a new policy or a policy change will provide a background containing the reason why a policy/policy change is required, possible policy options which Council should consider, who has been involved in the policy formulation stage, and the implications (including cost) for Council if the policy/policy change is adopted.

C. Policy Review

1. Council will review existing policies if at any time it is apparent that the circumstances which gave rise to the policy have changed substantially.
2. Council will consider existing policies on a progressive basis however each policy will be reviewed at least once each year by staff and proposed changes reported to the Council.
3. Where substantial changes to a policy or removal of a policy are recommended the procedures in developing the report are to follow those outlined for new policy development.