

Summary of Review of Council Policy Manual 2023

The Policy Manual is now categorised under the following heading:

- Administrative - CPA#
- Chief Executive Officer - CPC#
- Finance - CPF#
- Governance - CPG#
- Human Resource - CPH#
- Infrastructure - CPI#

Policy	Summary of Review	Comments
Administrative		
CPA1 - Dealing with Family Members Policy	No changes.	Insert back into the policy manual and re-categorised under Administrative.
CPA2 - Motor Vehicles on Home Island Policy	No changes.	Re-categorised under Administrative.
CPA3 - Camping Policy	No changes.	Re-categorised under Administrative.
Chief Executive Officer		
CPC1 - Approval of leave for Chief Executive Officer and Acting Chief Executive Officer Policy	No changes.	Re-categorised under Chief Executive Officer.
CPC2 - After Hours Use of Shire Vehicles Policy	Insert information regarding negligence of driver and other minor changes.	Re-categorised under Chief Executive Officer.
CPC3 - Designated Senior Employees Policy	No changes.	Re-categorised under Chief Executive Officer.
CPC4 - Complaints Handling and Public Interest Disclosures Policy	TO BE REVIEWED.	Re-categorised under Chief Executive Officer.
CPC5 - Community Funding Program	No changes.	Re-categorised under Chief Executive Officer.
CPC6 - Home Island Housing Policy	CURRENTLY IN REVIEW	Re-categorised under Chief Executive Officer.
CPC7 - South End Precinct Commercial Development Policy	Amend Responsible Officer to Governance, Risk and Planning Coordinator.	Re-categorised under Chief Executive Officer.
Finance		
CPF1 - Corporate Credit Card Policy	Amend Responsible Officer to Manager Finance and Corporate Services and Objective of Policy. Included information regarding Card Holder Responsibility, Finance Responsibility and updated Relevant Legislation and Local Law.	
CPF2 - Funding Contributions – Resident Further Education Policy	No changes.	
CPF3 - Investment Policy	Amend Responsible Officer to Manager Finance and Corporate Services and updated objective of policy.	



	Amended policy objective and included information about Authorised Investment, Prohibited Investment, Portfolio Credit Risk Framework, Reporting and Performance Monitoring and updated information regarding Authorised Institution (ADI).	
CPF4 - Purchasing Policy	Amend Responsible Officer to Manager Finance and Corporate Services. Amended objective and scope of policy. Included information about Purchasing threshold and procurement requirements.	
CPF5 - Related Party Transactions Disclosure Policy	Amend Responsible Officer to Manager Finance and Corporate Services. Updated information on key management personnel, fore disclosure requirements and privacy information.	
CPF6 - COVID-19 Financial Hardships Policy	Amend Responsible Officer to Manager Finance and Corporate Services. Minor date changes.	
CPF7 - Recovery of Sundry Debts Policy	Amend Responsible Officer to Manager Finance and Corporate Services. Included further information about processes to be implemented.	
Governance		
CPG1 - Communications and Social Media Policy	Amend Responsible Officer to Governance, Risk and Planning Coordinator.	
CPG2 - Legal Representation for Councillors and Employees Policy	No changes.	
CPG3- New Councillor Training and Continuing Professional Development Policy	No changes.	
CPG4 - Use of Council Chambers Policy	No changes.	
CPG5 - e-Meetings During States of Emergency Policy Error! Bookmark not defined.	No changes.	
CPG6 - Attendance at Events Policy	No changes.	
CPG7 - Importation of Poultry and other Species of Birds Policy	No changes.	
CPG8 - Prevention of Cats Being Imported Policy	No changes.	
CPG9 - Shipping and/or Sea Containers Policy	No changes.	
CPG10 - Occupational Safety and Health Policy	No changes.	



CPG11 - Personal Protective Equipment and Clothing Policy	No changes.	Insert back into the policy manual under Governance.
CPG12 - Building Heights Policy	Amend Responsible Officer to Governance, Risk and Planning Coordinator.	
CPG13 – Caretaker’s Dwelling Policy	Additional information regarding application letter.	
CPG14 - New Bed and Breakfast Establishments Policy	No changes.	
CPG15 - New Holiday Homes Policy	Minor edits.	
Human Resource		
CPH1 - Drug & Alcohol Policy	No changes.	Insert back into the policy manual re-categorised under Human Resource.
CPH2 - Office Dress Standards Policy	CURRENTLY IN REVIEW.	Insert back into the policy manual re-categorised under Human Resource.
CPH3 - Recognition of Service and Retirement Policy	Minor changes.	Re-categorised under Human Resources.
CPH4 - Annual Airfares Entitlement Policy	Change Responsible Officer to Chief Executive Officer. Additional information in definitions.	Insert back into the policy manual under Human Resource.
CPH5 - Ferry Travel Allowance Policy	No changes.	Insert back into the policy manual re-categorised under Human Resource.
CPH6 - Fitness for Work Policy	No changes.	Insert back into the policy manual re-categorised under Human Resource.
CPH7 - Internet and Email Usage Policy	No changes.	Insert back into the policy manual re-categorised under Human Resource.
CPH8 - Shire Employees Undertaking Secondary Employment Policy	No changes.	Insert back into the policy manual re-categorised under Human Resource.
CPH9 - Superannuation Contribution Policy	No changes.	Insert back into the policy manual re-categorised under Human Resource.
CPH10 - Travel Allowance Policy	Minor changes in the body section.	Insert back into the policy manual re-categorised under Human Resource.
CPH11 - Recruitment and Selection Policy	Change Responsible Officer to Chief Executive Officer.	Insert back into the policy manual re-categorised under Human Resource.
Infrastructure		
CPI1 - Temporary Signs Policy	No changes.	
CPI2 - Asset Management Policy	Change Responsible Officer to Manager Infrastructure.	



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CPI3 - Naming of Roads, Reserves and Structures Policy	Change Responsible Officer to Manager Infrastructure.	
CPI4 - Publishing of Delegated Legislation and State-wide Public Notices Policy	No changes.	Insert back into the policy manual re-categorised under Infrastructure.
CPC8 - Business Improvement Grants Policy	No changes.	
CPP6 - Coastal Development Policy	Insert information about CHRMAP completion date.	
CPP7 - Growth & Essential Services Policy	No changes.	