

# INTRODUCTION

The Shire of Capel Policy Manual establishes the guidelines by which the business of Council is to be conducted and provides for a consistent approach to given circumstances.

The policies within the manual have a clear set of principles or directives (Policy Statement) to help the Council and the staff to make consistent decisions and deal with matters that arise from time to time that are similar in nature. The policies also have additional information under the headings of 'Introduction, Objective and Policy Application' and in some instances 'Definitions'.

The Policies are located under key areas of the organisation's business-

- Members of Council
- Corporate Services (finance, governance & properties)
- Council Staff
- Law Order & Safety (bushfire & community rangers)
- Health
- Town Planning & Building
- Engineering & Operations
- Community Services

Application of the policies will generally fall under the organisational Division that have responsibility for those key areas above , although a number of the policies will overlap other operational areas within the organisation.

The Policies will be reviewed by Council every two years to ensure their ongoing relevance within the organisation and the community which Council serves.

Paul Sheedy

Chief Executive Officer

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