



Somerset Regional Council

Policies and Guidelines

INDEX

Updated by ESO on 18 December 2025

Code	POLICY	Adopted by Council	Reviewed / Amended by Council
C	Corporate Services		
C/001	Community Assistance Grants Policy	23 July 2008 [Doc Id 331891]	14 July 2010 [Doc Id 464181] 24 July 2012 [Doc Id 629318] 8 October 2014 [Doc Id 781966] 11 November 2015 [Doc Id 852057] 11 October 2017 [Doc Id 995893] 28 March 2018 [Doc Id 1024321] 27 November 2019 [Doc Id 1160557] 20 July 2022 [Doc Id 1417072] 24 July 2024 [Doc Id 1646304]
C/002	Advertising Policy	13 August 2008 [Doc Id 334584]	14 July 2010 [Doc Id 464181] 11 July 2013 [Doc Id 711676] 28 March 2018 [Doc Id 1024321]
C/003	Entertainment and Hospitality Policy	13 August 2008 [Doc Id 334584]	14 July 2010 [Doc Id 464181] 11 July 2013 [Doc Id 711676] 28 March 2018 [Doc Id 1024321]
C/004	Election Signs Policy	25 February 2009 [Doc Id 393649]	11 July 2013 [Doc Id 711676] 28 March 2018 [Doc Id 1024321]
C/006	Child Safety Policy	24 September 2025 [Doc Id 1792656] Effective date 1 October 2025	
C/007	Library membership Policy	29 June 2009 [Doc Id 407836]	27 March 2013 [Doc Id 667004] 11 July 2013 [Doc Id 711676] 8 July 2020 [Doc Id 1210067]
C/008	Interlibrary Loans Policy	29 June 2009 [Doc Id 407836]	27 March 2013 [Doc Id 667004] 11 July 2013 [Doc Id 711676]
C/009	Public Internet Use Policy	29 June 2009 [Doc Id 407836]	27 March 2013 [Doc Id 667004] 11 July 2013 [Doc Id 711676] 28 March 2018 [Doc Id 1024321] 8 July 2020 [Doc Id 1210067]
C/010	Visitor Information Centre Brochure Display Policy	12 May 2010 [Doc Id 457132]	11 July 2013 [Doc Id 711676]

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C/011	Community Engagement Policy	22 September 2010 [Doc Id 473152]	11 July 2013 [Doc Id 711676] 28 March 2018 [Doc Id 1024321]
C/014	Local Law Making Process Policy	24 November 2010 [Doc Id 544086]	11 July 2013 [Doc Id 711678]
C/015	Information Management Policy and Security Policy	27 November 2024 [Doc Id 1688953]	
C/017	Volunteer Reimbursement Policy	23 February 2011 [Doc Id 552989]	11 July 2013 [Doc Id 711676]
C/018	Administration Action Complaints Policy	25 May 2011 [Doc Id 565387]	11 July 2013 [Doc Id 711676] 24 November 2014 [Doc Id 790405] 22 November 2017 [Doc Id 997917] 28 March 2018 [Doc Id 1024321] 12 August 2020 [Doc Id 1218540]
C/019	Public Interest Disclosure Policy and Procedure	26 July 2011 [Doc Id 572889]	11 July 2013 [Doc Id 711676] 12 June 2019 [Doc Id 1120235] 8 May 2024 [Doc Id 1618156]
C/020	Social Media Policy - Guidelines for use (internal)	26 September 2012 [Doc Id 638641]	27 March 2013 [Doc Id 667011] 10 April 2013 [Doc Id 668644] 11 July 2013 [Doc Id 711676] 25 February 2016 [Doc Id 804219] 13 July 2016 [Doc Id 896343] 24 April 2018 [Doc Id 1229707] 27 May 2020 [Doc Id 1200124] 12 February 2025 [Doc Id 1709748] 18 December 2025 [Doc Id 1821350]
C/021	Style Guide Policy (internal and external documents)	28 November 2012 [Doc Id 647314]	13 March 2013 [Doc Id 665017] 11 July 2013 [Doc Id 711676] 28 May 2014 [Doc Id 757348] 13 July 2016 [Doc Id 896343] 11 March 2020 (Doc Id 1185704)

Code	POLICY	Adopted by Council	Reviewed / Amended by Council
C/023	Collection Development Policy	27 March 2013 [Doc Id 667004]	11 July 2013 [Doc Id 711676] 8 July 2020 [Doc Id 1210067]
C/024	Young People in the Library Policy	27 March 2013 [Doc Id 667004]	11 July 2013 [Doc Id 711676]
C/026	Promotional Items Policy	23 October 2014 [Doc Id 910882]	
C/027	Media Engagement Policy	23 September 2015 [Doc Id 842236]	27 May 2020 [Doc Id 1200125] 22 March 2023 [Doc Id 1492468]
C/028	Complaints about the Public Official Policy	23 September 2015 [Doc Id 842222]	13 October 2021 [Doc Id 1336055]
C/029	Overgrown Allotments Policy	11 January 2017 [Doc Id 930696]	25 March 2020 (Doc Id 1186457)
C/030	Therapeutic Dogs Policy	24 May 2017 [Doc Id 958310]	
C/031	Compliance and Enforcement Policy	23 May 2018 [Doc Id 1036271]	24 April 2019 [Doc Id 1109199]
C/032	Local History Collection Development Policy	13 May 2015 [Doc Id 818252]	28 March 2018 [Doc Id 1024321]
C/034	Copyright Policy	12 February 2020 [Doc Id 1176944]	
C/035	Somerset Libraries Conditions of Entry Policy	10 April 2019 (Doc Id 1107199)	
C/037	Employee conflict of interest policy	10 February 2021 [Doc Id 1266870]	
C/038	No Cost Hire of Selected Council Facilities by Somerset Community Groups and Not for Profit Organisations Policy	13 October 2021	

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		[Doc Id 1336066]	
C/039	Exhibition Policy	26 April 2023 [Doc Id 1502499]	26 April 2023 [Doc Id 1502499]
C/040	Opt-In Bring Your Own Device (BYOD)	15 November 2023 [Doc Id 1561508]	

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EX	Executive		
EX/001	Councillors Expenses Reimbursement Policy for Local Government Councillors	2 April 2008	11 March 2009 23 March 2011 13 June 201 11 July 2013 14 May 2014 23 June 2016 [Doc Id 892518] 28 March 2018 [Doc Id 1024321] 27 May 2020 [Doc Id 1200092] 24 July 2024 [Doc Id 1646302]
EX/002	Standing Orders	24 February 2021 [Doc Id 1271115]	9 November 2022 [Doc Id 1455025] 18 January 2023 [Doc Id 1474464] 13 September 2023 (Doc Id 1543105)
EX/003	Recognition of Service	28 May 2008	11 July 2013 14 May 2014 8 November 2017 [Doc Id 994853]
EX/004	Acceptable Request Guidelines	24 April 2013 [Doc Id 670663]	11 July 2013 14 May 2014 [Doc Id 755324] 28 March 2018 [Doc Id 1024321] 15 December 2023 [Doc Id 1466706]
EX/005	Policy, Procedure and Form Development Framework	24 September 2025 [Doc Id 1792654]	
EX/006	Mayoral Gala Charity Ball Funds Distribution Policy	24 January 2018	18 November 2019 [Doc Id 1164200]

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		[Doc Id 1010976]	
EX/007	Investigation Policy	28 November 2018 [Doc Id 1080792]	9 November 2022 [Doc Id 1455025] 10 April 2024 [Doc Id 1609399]
EX/008	Meeting Procedures	24 February 2021 [Doc Id 1271115]	9 November 2022 [Doc Id 1455025] 18 January 2023 [Doc Id 1474464] 13 September 2023 [Doc Id 1543105] 24 January 2024 [Doc Id 1579940] 25 September 2024 [Doc Id 1668811]
EX/009	Caretaker Period Policy	24 January 2024 [Doc Id 1579935]	
EX/010	Human Rights Policy	24 September 2025 [Doc 1792658]	

Code	POLICY	Approved by Council	Reviewed / Amended by Council
F	Finance		
F/001	Revenue Policy	Annually	28 February 2018 [Doc Id 1017919] 26 September 2018 [Doc Id 1066808] 23 January 2019 [Doc Id 1090605] 13 May 2020 [Doc Id 1196905] 10 June 2020 [Doc Id 203366] 12 May 2021 [Doc Id 1292333] 9 March 2023 [Doc Id 1379252] 12 April 2023 [Doc Id 1498527] 24 January 2024 [Doc Id 1579842] 22 January 2025 [Doc Id 1703568] 18 June 2025 [Doc Id 1753449]
F/002	Revenue Statement FY2025	Annually	13 June 2018 [Doc Id 1041321] 12 June 2019 [Doc Id 1120318] 24 July 2019 [Doc Id 1129561] 25 September 2019 [Doc Id 1144981]

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			10 June 2020 [Doc Id 12103223] 25 November 2020 [Doc Id 1248428] 9 June 2021 [Doc Id 1300709] 30 June 2021 [Doc Id 1306243] 19 January 2022 [Doc Id 1360758] 8 June 2022 [Doc Id 1404394] 23 November 2022 [Doc Id 1458875] 21 June 2023 [Doc Id 1521098] 10 July 2024 [Doc Id 1641389] 27 November 2024 [Doc Id 1688937] 18 June 2025 [Doc Id 1753446]
F/003	Debt Policy	Annually	13 June 2018 [Doc Id 1041322] 12 June 2019 [Doc Id 1120319] 10 June 2020 [Doc Id 1203225] 9 June 2021 [Doc Id 1300710] 8 June 2022 [Doc Id 1404395] 21 June 2023 [Doc Id 1521100] 10 July 2024 [Doc Id 1641401] 18 June 2025 [Doc Id 1753460]
F/005	Risk Management Policy	22 March 2015 [Doc Id 809014]	13 September 2017 [Doc Id 982508] 27 June 2018 [Doc Id 1045262] 13 May 2020 [Doc Id 1196918] 24 June 2020 [Doc Id 1206979] 14 October 2020 [Doc Id 1235888] 25 November 2020 [Doc Id 1248438] 24 March 2021 [Doc Id 1279131] 26 May 2021. [Doc Id 1296590] 24 January 2024 [Doc Id 1579847] 14 August 2024 [Doc Id 1653911]
F/006	Audit Committee Policy	14 May 2014 [Doc Id 755298]	13 May 2015 [Doc Id 818241] 10 June 2015 25 November 2015 [Doc Id 965028] 28 March 2018 [Doc Id 1024321] 26 June 2019 [Doc Id 1123237] 24 July 2019 [Doc Id 1129562] 24 March 2021 [Doc Id 1279128]

Code	POLICY	Approved by Council	Reviewed / Amended by Council
			24 January 2024 [Doc ID 1579852]
F/008	Procurement Policy	Annually	23 June 2016 [Doc Id 892494] 23 November 2016 [922776] 14 June 2017 [Doc Id 962480] 13 June 2018 [Doc Id 1041325] 20 December 2018 [Doc Id 1085735] 27 February 2019 [Doc Id 1097626] 12 June 2019 [Doc Id 1120321] 12 February 2020 [Doc Id 1176920] 10 June 2020 [Doc Id 1203227] 26 August 2020 [Doc Id 1222098] 9 September 2020 [Doc Id 1226312] 28 October 2020 [Doc Id 1239434] 10 February 2021 [Doc Id 1266880] 9 June 2021 [Doc Id 1300713] 8 September 2021 [Doc Id 1326848] 8 June 2022 [Doc Id 1404397] 21 September 2022 [Doc Id 1438154] 26 October 2022 [Doc Id 1450221] 10 May 2023 [Doc Id 1506964] 15 November 2023 [Doc Id 1560923] 8 May 2024 [Doc ID 1618159] 10 July 2024 [Doc Id 1641399] 22 January 2025 [Doc Id 1703564] 18 December 2025 [Doc Id 1821269]
F/009	Cat Spay and Euthanasia Rebates Policy	25 March 2009	15 January 2014 [Doc Id 737072] 23 July 2014 [Doc Id 765948] 28 March 2018 [Doc Id 1024321]
F/010	Investment Policy	Annually	13 June 2018 [Doc Id 1041324] 12 June 2019 [Doc Id 1120320] 10 June 2020 (Doc Id 1203226) 17 December 2020 [Doc Id 1253422] 9 June 2021 [Doc Id 1300712]

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			8 June 2022 [Doc Id 1404396] 21 June 2023 [Doc Id 1521101] 10 July 2024 [Doc Id 1641402] 18 June 2025 [Doc Id 1753457]
F/011	Fraud and Corruption Management Policy	25 November 2015 [Doc Id 854607]	14 September 2016 [Doc Id 908892] 28 March 2018 [Doc Id 1024321] 10 November 2021 [Doc Id 1344322] 28 September 2022 [Doc Id 1438152] 23 May 2023 [Doc Id 1511020] 19 July 2023 [Doc Id 1527830] 8 May 2024 [Doc Id 1618150] 19 December 2024 [Doc Id 1695735]
F/012	Business Continuity Plan Policy	26 February 2020 [Doc Id 1180309]	24 March 2021 [Doc Id 1279125] 26 October 2022 [Doc Id 1450222]

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HR	Human Resources		
HR/001	Code of Conduct	9 April 2008	27 October 2010 11 July 2013 14 May 2014 [Doc Id 755321] 24 April 2018 [Doc Id 102977] 24 October 2023 [Doc Id 1553929]
HR/002	Workplace Health and Safety Policy	2 April 2008	11 July 2012 11 July 2013 11 June 2014 [Doc Id 759567] 22 September 2021 [Doc Id 1330840] 24 May 2023 [Doc Id 1511042]
HR/003	Uniform and Dress Standard Policy	9 April 2008	31 March 2010 14 May 2014 [Doc Id 755321] 21 January 2021 13 October 2021 [Doc Id 1336104]
HR/004	Provision of personal protective equipment, clothing and footwear (PPE)	9 April 2008	27 October 2010 11 July 2013 14 May 2014 [Doc Id 755321]

Code	POLICY	Adopted by Council	Reviewed / amended by Council
HR	Human Resources		
			24 June 2020 [Doc Id 1206989] 24 March 2021 [Doc Id 1279151] 13 October 2021[Doc Id 1336104]
HR/005	Dress Code	9 April 2008	14 May 2014 [Doc Id 755321] 28 March 2018 [Doc Id 1024321] Removed as per decision of 13 October 2021 [Doc Id 1336104]
HR/006	Leave Policy 2010	31 March 2010	14 May 2014 [Doc Id 755321] 28 March 2018 [Doc Id 1024321]
HR/007	Study Assistance Policy	31 March 2010	14 May 2014 [Doc Id 755321]
HR/009	Volunteer Work Policy	27 October 2010	11 July 2013 14 May 2014 [Doc Id 755321]
HR/010	Air-conditioning of vehicles	27 October 2010	14 May 2014 [Doc Id 755321]
HR/011	Occupational Violence Prevention and Management	11 July 2013	27 July 2016 [Doc Id 898995] 28 March 2018 [Doc Id 1024321]
HR/012	Removal Expenses Policy	10 July 2013 [Doc Id 711690]	
HR/013	Recruitment and Selection Policy	24 February 2016 [Doc Id 869358]	28 March 2018 [Doc Id 1024321] 29 November 2023 [Doc Id 1565222] 10 April 2024 [Doc Id 1609396]
HR/014	Smoking in the Workplace Policy	28 March 2018 [Doc Id 1024373]	
HR/015	Work Health and Wellbeing Policy	19 December 2019 [Doc Id 1165972]	
HR/016	International Days of Significance Policy	25 August 2021 [Doc Id 1322661]	

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HR	Human Resources		
HR/017	Drug and Alcohol Policy	16 December 2021 [Doc Id 13555006]	

Code	GUIDELINE	Adopted by Council	
OP	Operations / Works		
OP/01	Contributions towards Capital Roadworks	28 September 2016	

Code	POLICY	Approved by Council	Reviewed / Amended by Council
OP	Operations / Works		
OP/001	Place (and Infrastructure) Naming Process Policy and Procedure	28 May 2008 [Doc Id 707651]	12 June 2013 [Doc Id 707651] 11 July 2013 [Doc Id 711676] 23 September 2020 [Doc Id 1230130]
OP/002	Upgrading and Maintenance Works on Unformed and Unused roads	27 August 2008	11 July 2013 [Doc Id 711676] 9 July 2014 [Doc Id 763619] 23 March 2023 [Doc Id 1492453]
OP/003	Private Works, Damages and Credit Policy	23 April 2008 [Doc Id 322192]	11 July 2013 [Doc Id 711676] 23 July 2014 [Doc Id 765945] 28 March 2018 [Doc Id 1024321]
OP/004	Mowing of Footpaths Policy	27 April 2010 [Doc Id 455573]	11 July 2013 [Doc Id 711676] 9 July 2014 [Doc Id 763622] 28 March 2018 [Doc Id 1024321]
OP/005	Asset Management Policy - Bridges	8 September 2010	22 February 2012 [Doc Id 604445] 27 June 2012 [Doc Id 625590] 8 August 2012 [Doc Id 631976] 11 July 2013 [Doc Id 711676]

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			19 December 2014 [Doc Id 794418] 28 March 2018 [Doc Id 1024321] 12 December 2018 [Doc Id 1084022] 14 August 2024 [Doc Id 1653671]
OP/006	Asset Management Policy - Buildings and other structures	22 September 2010 [Doc Id 473146]	27 June 2012 [Doc Id 625590] 24 July 2012 [Doc Id 629305] 11 July 2013 [Doc Id 711676] 28 March 2018 [Doc Id 1024321]
OP/007	Roads Asset Management Policy	13 October 2010 [Doc Id 475919]	27 June 2012 [Doc Id 625590] 22 August 2012 [Doc Id 633615] 11 July 2013 [Doc Id 711676] 9 October 2013 [Doc Id 723859] 23 October 2014 [Doc Id 784684] 28 February 2018 [Doc Id 1017920]
OP/008	Asset Management Policy - General	26 July 2011 [Doc Id 572855]	27 June 2012 [Doc Id 625590] 26 September 2012 [Doc Id 638660] 11 July 2013 [Doc Id 711676] 9 October 2013 [Doc Id 723859] 10 June 2015 [Doc Id 822700] 28 March 2018 [Doc Id 1024321] 28 July 2021 [Doc Id 1314926]
OP/009	Cemetery Policy	28 September 2011 [Doc Id 580907]	11 July 2013 [Doc ID 711676] 9 July 2014 [Doc ID 763621] 19 December 2024 [Doc Id 1695786]
OP/010	Management of Flying Fox Roosts	22 May 2013 [Doc Id 704833]	11 December 2013 [Doc Id 733626] 26 August 2015 [Doc Id 837229] 28 June 2017 [Doc Id 965014] 18 June 2025 [Doc Id 1753483]

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OP/011	Plant and Equipment - Availability for Emergency Purposes	20 December 2013 [Doc Id 735005]	28 March 2018 [Doc Id 1024321]
OP/013	Community and Tourist Facility Direction Signs Policy	9 August 2017 [Doc Id 991383]	
OP/014	Hazard Reduction Burn Policy	28 March 2018 [Doc Id 1023247]	
OP/015	Property Access Policy	28 March 2018 [Doc Id 1024331]	8 September 2021 [Doc Id 1326884]
OP/016	Rural Property Numbering Policy	28 March 2018 [Doc Id 1024331]	
OP/017	Footpath Asset Management Policy	13 February 2019 [Doc Id 1094706]	9 October 2024 [Doc Id 1673423]
OP/018	Gates and Grids on Roads Policy	27 February 2019 [Doc Id 1097651]	
OP/019	Council Capital Works Offset Policy	8 May 2019 [Doc Id 1111727]	
OP/020	Roadside Memorial Policy	27 November 2019 [Doc Id 1157041]	

Code	POLICY	Adopted by Council	Reviewed / Amended by Council
PED	Planning Economic Development		
PED 01	Chemical Subsidy Program	11 September 2013 [Doc Id 719859]	26 September 2016 [Doc Id 911772]
PED 02	Commercial Use of Community Land Policy	28 October 2015 [Doc Id 849143]	12 April 2017 [Doc Id 950885]

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PED 03	Incentivising Tourist Accommodation (Infrastructure charges) Policy	8 December 2021 [Doc Id 1353535]	26 June 2024 [Doc Id 1636816]
PED 04	Development Matters and the Role of Councillors	29 May 2024 [Doc ID 1625831]	