

# VERBAL ADVICE

ES100



## NARRANDERA SHIRE COUNCIL POLICY

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## VERBAL ADVICE

<b>Policy No:</b>	<b>ES100</b>
<b>Policy Title:</b>	<b>VERBAL ADVICE</b>
<b>Section Responsible:</b>	<b>Executive Services</b>
<b>Minute No:</b>	<b>09/3</b>
<b>MagiQ No:</b>	<b>8369</b>
<b>Next Review Date:</b>	<b>2009</b>

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### **Statement**

It is the policy of the Narrandera Shire Council to inform its staff with all Council matters, and to encourage them to be as helpful as possible in answering public enquiries.

A firm decision on which the enquirer may act, however, can only be given following a written enquiry and such decision being conveyed in writing to the enquirer. Enquirers should not rely on any advice given orally.

### ***Variation***

***Council reserves the right to review, vary or revoke this policy.***

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### **Policy History**

Adopted	17 February 2009
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