

SUBJECT: COUNCIL POLICY MANUAL	FILE NO:	ADM/0600
ADOPTED BY COUNCIL ON: 14 June 1994	MINUTE NO:	123.06.94
AMENDED BY COUNCIL ON: 13 December 2001	MINUTE NO:	301.12.01
AMENDED BY COUNCIL ON: 23 September 2010	MINUTE NO:	281.09.10
AMENDED BY COUNCIL ON: 15 November 2012	MINUTE NO:	342.11.12

Introduction

The Policy Manual is a living document and needs to be regularly updated.

Objectives

To ensure that Flinders Council's Policy Manual is reviewed periodically.

Procedure

It is the policy of the Flinders Council to be committed to the concepts of Corporate Management as provided for in relevant legislation and set out in the Strategic Plan and recognise that Councillors are to be involved in the formulation and direction of the Council to best meet the long-term needs of the community.

The Council recognises that the General Manager has the overall responsibility and authority for the exercise of functions prescribed in the Act and for the administration of matters affecting the day-to-day operations of the Council.

To assist with the development of the policy the General Manager shall co-ordinate the development of the Flinders Council Policy Manual for the consideration of Council. The Policy Manual is to be reviewed at least each two (2) years at the mid-term of the sitting Council or as each policy is due for review.

New policies or amendments to an existing policy will be considered for adoption at Ordinary Meetings of Council. Policies to be rescinded will also be considered at ordinary meetings of Council. ~~Any new policy or amending policy approved by Council will be advertised in the Island News and lay on the table for a period of not less than 28 days and be considered at the subsequent Ordinary meeting of Council before the new or amended policy takes effect.~~

Related Legislation, Regulations and Policies

N/A

Responsibilities

The responsibility of this policy rests with the General Manager.