

Flinders Council Policy Manual

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| SUBJECT: <i>COUNCIL POLICY MANUAL</i> | FILE NO: | ADM/0600 |
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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 to 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 *Local Government Act 1993* 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 every four (4) years at the beginning of each new Council term. Individual Policies will be otherwise updated at Council's discretion.

New policies or amendments to an existing policy will be considered for adoption at Ordinary Meetings of Council. Any new policy or amending policy approved by Council will be advertised on Council's website and in the Island News and lay on the table for public comment for a period of not less than 28 days from the date of advertising in the Island News.

If no public submissions are received within the 28 days the policy shall then be deemed approved and shall be reported as adopted in the next Council Meeting Agenda. When a submission is received the policy shall be considered at the subsequent Ordinary Meeting of Council giving due consideration to the points raised within the submission. Any policy approved after reconsideration due to receipt of a submission shall be deemed to come into immediate effect.

Related Legislation, Regulations and Policies

N/A

Responsibilities

The responsibility of this policy rests with the General Manager.