

FLINDERS COUNCIL POLICY ADMINISTRATION MANUAL SUMMARY – May 2018 Update

| LEGISLATED POLICIES / CODES / CHARTERS | | | | | | | | |
|-----------------------------------------------------------------|----------------------------------------------|----------------------------------------------------------------|---------------------------------------------------------------------------|---------------|--------|---------------------------------------------------------------------------------------------|---------------------|----------------------------|
| P = Policy, Co = Code, Ch = Charter, AP = Audit Panel to Review | | | | | | | | |
| No. | Policy | Requirement | Review Requirement | Last Reviewed | Type | Action & Reasoning | Public Consultation | Public (P) or Internal (I) |
| CS3 | Dog Management Policy | S7 Dog Control Act 2000 | Every 5 years (s7 (4)) | 20.10.2016 | P | Review - Code for Responsible Dog Ownership needs to become part of the Policy (s7 (2) (a)) | Yes, legislated | P |
| CS3-C | Code for Responsible Dog Ownership | S7 (2) (a) Dog Control Act 2000 | | 18.08.2016 | | Rescind - Combine with the above policy | | |
| F1 | Asset Management Policy | S70D Local Government Act 1993 | Every four years (s70E(1)) | 20.09.2012 | P | Review – once adopted the GM is to notify the Director accordingly. S70E(2) | | P |
| F2 | Code for Tenders and Contracts | S333B Local Government Act 1993 and General Regulations Part 3 | Every four years (s333B(2)(d)) | 31.08.2017 | Co, AP | Review post-election | | P |
| F6 | Rates & Charges Policy | S86B Local Government Act 1993 | Varies – as per s86B(4); minimum every 4-year period after 31 August 2012 | 20.07.2017 | P, AP | Review post-election | | P |
| G6 | Elected Members' Allowances & Reimbursements | Schedule 5 Local Government Act 1993 | Not stated but suggest after each ordinary election | 26.03.2015 | P | Review post-election | | P |

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| HR15 | Personal Information Protection Policy | Personal Information Protection Act 2004 Schedule 1 (5) | none | 21.05.2015 | P | Review post-election | | P |
| G5 | Customer Service Charter | S339F Local Government Act 1993 | Every two years (s339F (4)) | 23.09.2010 | Ch | Review - S339F (5) GM to provide council with a report annually of the number and nature of complaints received. | | P |
| G12 | Information Management Policy | Required by Tasmania Archive & Heritage Office | | 23.03.2017 | P | Review post-election | | I |

| WORKPLACE BEHAVIOUR POLICIES (LGAT) | | | | | | | |
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| No. | Policy | Last Reviewed | Review Due | Type | Action & Reasoning | Public Consultation | Public (P) or Internal (I) |
| HR1 | Workplace Behaviour Policy | 21.01.2016 | 04.2017 | P, AP | Review | | I |
| HR2 | Communications Policy | 21.01.2016 | 10.2017 | P | Review | | I |
| HR3 | Disciplinary Policy | 21.01.2016 | 07.2017 | P | Review | | I |
| HR3-P | Disciplinary Procedure | 21.01.2016 | 07.2017 | P | Review | | I |
| W2 | Work Health & Safety Policy | 21.01.2016 | 05.2017 | P, AP | Review | | I |
| W3 | Fitness for Work Policy | 21.01.2016 | 08.2017 | P, AP | Review | | I |
| W3-P | Fitness for Work Procedure | 21.01.2016 | 08.2017 | Pr | Review | | I |

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| HR11 | Employee Code of Conduct Policy | 21.01.2016 | 03.2017 | P, AP | Review | | I |
| W1 | Drugs and Alcohol Policy | 20.08.2009 | 08.2011 | P, AP | Review – currently working on adopting LGAT's policy | | I |
| HR5 | Performance Management Policy | 21.01.2016 | 11.2017 | P, AP | Review | | I |
| HR8 | Issue Resolution Policy | 21.01.2016 | 09.2017 | P, AP | Review | | I |
| HR8-P | Issue Resolution Procedure | 21.01.2016 | 09.2017 | Pr, | Review | | I |

| FLINDERS COUNCIL SPECIFIC POLICIES (LGAT) | | | | | | | |
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| A3 | Aviation Policy | 17.03.2016 | P | Review post-election | | P | |
| CS2 | Access Policy | 23.09.2010 | P | Rescind – legislated requirement | | | |
| CS4 | Funeral Director | 26.03.2015 | P | Review post-election | | P | |
| CS5 | Hire of Municipal Halls | 25.08.2005 | Pr, AP | Rescind – operational procedure | | | |
| CS6 | Sponsorship on Third Party Projects and Events | 23.09.2010 | P | Review | | P | |
| CS9 | Wybalenna | 15.11.2012 | S | Review – statement of position not a policy | | P | |
| CS11 | Citizen of the Year Award Policy | 25.01.2018 | P | Review post-election | | P | |
| CS10 | Food Safety Policy | 18.06.2015 | P | Rescind – no requirement for a policy – this is a procedure | | I | |
| F3 | Corporate Credit Card Policy | 20.07.2017 | P, AP | Review post-election | | P | |

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| F3-P | Corporate Credit Card Procedure | 20.07.2017 | Pr | Review post-election | | I |
| F4 | Debt Collection Policy | 18.06.2015 | P, Pr | Review post-election | | I |
| F5 | Investment Policy | 20.07.2017 | P, AP | Review post-election | | P |
| F7 | Waiver of Fees Policy | 25.01.2018 | P, AP | Review post-election | | P |
| F8 | Travel and Accommodation Policy | 26.03.2015 | P, AP | Review post-election | | P |
| F9 | Writing Off Bad Debts Policy | 17.03.2016 | Pr | Rescind – legislated requirement, this is a procedure | | I |
| F10 | Remission or Rebate of Rates and Charges Policy | 17.03.2016 | Pr | Rescind – legislated requirement, this is a procedure | | I |
| F11 | Postponement of Rates and Charges Policy | 17.03.2016 | Pr | Rescind – legislated requirement, this is a procedure | | I |
| G1 | Attendance at Conferences (Elected Members) | 15.11.2012 | P | Review | | P |
| G2 | Communication Between Councillors & the General Manager | 21.08.2014 | P | Review | | P |
| G3 | Council Houses – Maintenance | 15.11.2012 | P | Review | | P |
| G4 | Council Policy Manual | 21.01.2016 | P | Review post-election | | P |
| G7 | Flying of Flags at Council Property | 14.12.2017 | P | Review post-election | | P |
| G8 | Provision of Electronic Services – Elected Members | 17.11.2016 | P | Review post-election | | P |
| G9 | Public Question Time – Council Meetings | 20.04.2017 | P | Review post-election | | P |
| G9-P | Public Question Time – Council Meetings Procedure | 20.04.2017 | Pr | Review post-election | | I |
| G10 | Quasi-Judicial | 26.07.2012 | | Rescind – covered by delegation; explanatory document to be added to Cr induction | | |
| G11 | Special Committees of Council | 16.05.2013 | | Rescind – covered in Terms of Reference | | |
| G11-P | Councillor Committee Representative Procedure | 15.12.2016 | Pr | Review post-election | | P |

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| HR4 | Employee Outside Work Activities Policy | 15.02.2018 | P, AP | Review post-election | | P |
| HR5-P | Performance Management Procedure | 21.01.2016 | Pr, AP | Review post-election | | I |
| HR6 | Employee Promotion Policy | 16.07.2009 | P, AP | Review | | P |
| HR7 | Employee Recruitment and Selection Policy | 13.03.2014 | P, AP | Review | | P |
| HR9 | Induction Policy | 16.07.2009 | Pr | Rescind – operational procedure | | I |
| HR10 | Physical Locality Staffing Policy | 21.05.2009 | | Rescind – covered under HR7 | | |
| HR13 | Uniform Policy | 26.03.2015 | P | Rescind – operational matter | | |
| HR14 | Fraud Prevention and Control Policy | 21.08.2014 | AP | Review | | P |
| O2 | Flinders Council Public Open Space Policy | 23.09.2010 | P | Review – will stay is until after the planning scheme is completed | | P |
| O4 | Pacific Oyster Marine Farming | 18.11.2010 | S | Review – Reconvert to a position statement | | P |
| O6 | Roadside and Reserve Vegetation Management Policy | 20.09.2012 | P, Pr | Review – split into policy and procedure | | P / I |
| O7 | Visits – Cape Barren Island | 21.10.2010 | S | Review | | P |
| W4 | Risk Management Policy | 15.05.2014 | P, AP | Review | | P |
| | Furneaux Islands Festival Policy | | | Under development | | P |