

S-G4 Council Policy and Procedure Framework

Purpose	To provide guidance on the establishment and review of the Council Policy and Procedure Framework.	
Department	Governance	
File No.	ADM/0600	
Council Meeting Date	22 November 2022	
Minute Number	223.11.22	
Next Review Date	Four (4) years from Council Resolution Date	
Review History	123.06.94	14 June 1994
	301.12.01	13 December 2001
	281.09.10	23 September 2010
	342.11.12	15 November 2012
	08.01.2016	21 January 2016
	223.11.22	22 November 2022

1 Definitions

Nil

2 Objective

To ensure the Flinders Council's Policy and Procedure Framework is established and reviewed periodically.

3 Scope

Council is committed to the concepts of Good Governance as provided for in relevant legislation and within the Strategic Plan. Council recognises that Councillors are to be involved in the formulation and direction of the Council through its policies, to best meet the long-term needs of the Community.

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 including the implementation of policies, as they apply to day-to-day operational policies and Council policy positions.

4 Policy

Overview

- 4.1 The General Manager shall co-ordinate the development of the Flinders Council Policy Manual for the consideration of Council.
- 4.2 The Policy Manual is to contain strategic policies and operational policies.
- 4.3 All policies are to be succinct and all procedural information is to be included in an accompanying procedure.
- 4.4 The Policy Manual is to be reviewed every four (4) years at the beginning of each new Council term.
- 4.5 Strategic policies will be made available on council's website.

Strategic Policies

- 4.6 Individual policies may be updated at Council's discretion.
- 4.7 Both new and amended policies will be considered at Ordinary Meetings of Council.
- 4.8 Any new or amended 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.
- 4.9 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. If 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 adopted after reconsideration due to receipt of a submission, shall be deemed to come into immediate effect.
- 4.10 Strategic policies to be rescinded will be considered at Ordinary Meetings of Council.

Operational Policies

- 4.11 New operational policies will be considered at Ordinary Meetings of Council.
- 4.12 Operational Policies will be reviewed by the General Manager as required.
- 4.13 Amendments that change the purpose or objective of the operational policy will be considered at Ordinary Meetings of Council.
- 4.14 Minor amendments that do not affect the purpose or objective of the operational policy will be approved by the General Manager.
- 4.15 Operational policies to be rescinded will be considered at Ordinary Meetings of Council.

Strategic and Operational Procedures

- 4.16 Amendments that change the purpose of a procedure will be considered at Ordinary Meetings of Council.
- 4.17 Minor amendments that do not affect the purpose of a procedure will be approved by the General Manager.
- 4.18 Procedures to be rescinded will be considered at Ordinary Meetings of Council.

5 Legislation

Local Government Act 1993

6 Responsibility

The responsibility of this Policy rests with the General Manager.