



LEETON SHIRE COUNCIL
Preserving the Past, Enhancing the Future

LEETON SHIRE COUNCIL POLICY

POLICY – ADOPTION OF

PREAMBLE

The purpose of this policy is to:

1. Provide the opportunity for ample consideration of proposed policies or amendments before their adoption.
2. Promote consistency of approach and administrative efficiency

POLICY & PROCEDURE

This policy applies to all policies of Leeton Shire Council

Council recognises two distinct types of policy.

1. Council policies. These are policies that interpret and implement requirements of the Act and relate directly to elected members and ratepayers. Council policies shall be submitted to Council by way of:
 - a) A notice of motion; or
 - b) A report from a committee; or
 - c) A staff report

Council policies shall be considered by Council and advertised for a period of 28 days to allow for public comment. If public comment is received a further report will be prepared for Council to consider the submissions prior to formally adopting the policy. If no submissions are received Council will consider the policy formally adopted at the end of the public exhibition period prior to adoption.

2. Internal policies. These are policies that relate to the corporate operations of council and which are the responsibility of the General Manager under the Act (Section 335). Internal policies fall into the following categories:
 - a) Staff Administration
 - b) Work Health and Safety
 - c) Information, Communication and Technology.
 - d) Human Resources

Internal policies shall be considered by the Senior Management Team or their delegated committee prior to adoption. They do not require public consultation.

Policy History:

Date of Adoption/Amendment	Resolution Number
26 June 2013	13/136
22 February 2017	17/018