



Shire of  
**Collie**

# POLICY FRAMEWORK

November 2024

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## Introduction

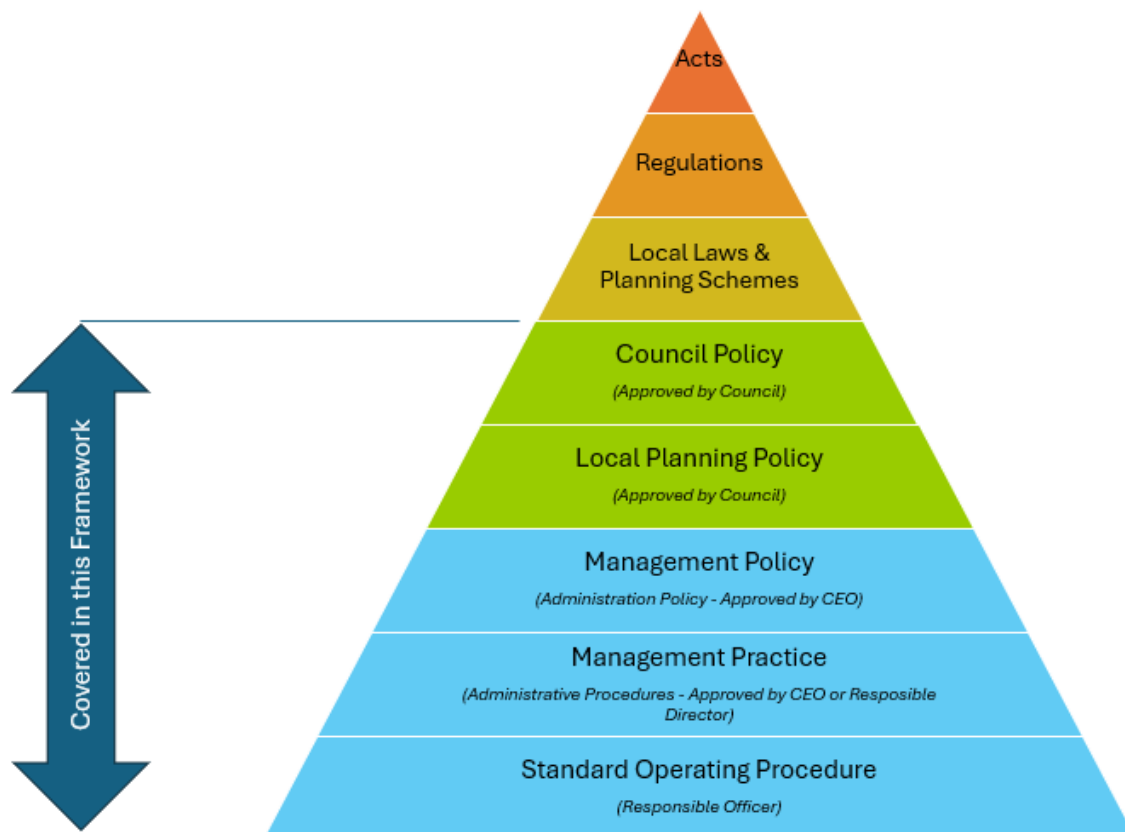
### Purpose

A policy framework is a logical structure that is established to organise policy documentation into groupings that reflect their role and function.

The purpose of this document is to outline the agreed framework for the Shire of Collie, enabling the various policies and practices to be correctly prepared, understood and implemented.

### Policy Structure

The hierarchy of instruments is illustrated below:



Acts, Regulations, Local Laws and Planning Schemes are legislative instruments and have the force and effect of law. These instruments are established through parliamentary, Governor or Ministerial processes.

The remaining document types are defined in this Policy framework.

## Document Definition

The documents set out in this framework guide decision making or practices undertaken under the terms of the legislative instruments. These are described as follows.

### Council Policy

Council policies focus on the strategic and statutory decision-making obligations of the Council. They will address strategic, financial or operations resources and may guide services and service levels.

Setting of policies is a primary function of the Council as provided by section 2.7(2)(b) of the *Local Government Act 1995*.

### Local Planning Policy

Local Planning Policies are a subset of Local Planning Scheme No 6 and guide decision-making under the terms of the Scheme.

Local Planning Policies are adopted under the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

### Management Policy

Management policies (described as **Administration Policies**) apply to the day-to-day operations of the Shire. They provide principles for the control of activity and decision making relevant to the Chief Executive Officer's duties or delegate.

A primary function of the Chief Executive Officer is to manage the operations of the local government as provided by section 5.41(d) of the *Local Government Act 1995*. As such, the CEO is the decision maker for the adoption, amendment or revoking of Administration Policy. At an operational level, this is administered through the Executive Management Team Operational meetings where the consideration and adoption of these Policies by the Executive is recorded.

### Management Practice

Management Practice (described as **Administration Procedures**) provides greater detail than an Administrative Policy and will typically outline the process or steps required to implement an Administration Policy; or may address a specific stand-alone function or activity. Management Practices can establish internal controls that support services levels, maximise efficiency and effectiveness, meet compliance obligations, mitigate risks and ensure suitable operational standards.

Administration Procedures are generally established by the CEO or a responsible Director who has authority under the terms of the relevant position description or delegation to do so.

## Standard Operating Procedure

A Standard Operating Procedure is very detailed on “how” to accomplish a specific job, task or assignment. They are likely to relate to specialised operations or to repetitive tasks undertaken by the administration.

Procedures may be established by the CEO or a responsible officer who has authority under the terms of the relevant position description or delegation to do so.

## Policy Examples

Examples of how the above definitions are applied in practice are provided below.

Classification	Intent	Example	Approval
<b>Local Planning Policy</b>	<ul style="list-style-type: none"> <li>▪ Guide decision-making under LPS6.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ancillary Accommodation</li> </ul>	Council Resolution
<b>Council Policy</b>	<ul style="list-style-type: none"> <li>▪ Impacts the Council and community.</li> <li>▪ Guide Council decision making.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Purchasing Policy</li> </ul>	Council Resolution
<b>Management Policy</b>	<ul style="list-style-type: none"> <li>▪ Affects the running of the whole organisation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Drugs and Alcohol Policy</li> </ul>	CEO / EMT sign-off
<b>Management Practice</b>	<ul style="list-style-type: none"> <li>▪ Defines business rules (who/when we do something)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Procedure for managing drugs and alcohol in the workplace</li> </ul>	CEO or Responsible Director
<b>Standard Operating Procedure</b>	<ul style="list-style-type: none"> <li>▪ Localised processes (how we do something)</li> </ul>	<ul style="list-style-type: none"> <li>▪ End of day cash reconciliation procedure</li> </ul>	Responsible Officer

## Naming and Numbering

Applying an alpha-numeric numbering system to categorise each document into either a Council Policy (CP), Administration Policy (AP), Administration Procedure (PR) or Standard Operating Procedure (SOP), followed by the sequential number allows for the easy location of relevant documentation.

The following table provides examples of the naming and numbering of various documents across the organisation.

### Naming and Numbering Examples:

Classification	Directorate	Doc Number	Document Name
<b>Council Policy / Local Planning Policy</b>			
CP1-001	CEO	1.0	Strategic Community Plan Policy
CP2-001	Corporate Services	2.0	Procurement Policy
CP3-001	Development Services	3.0	Land Use Planning Policy
CP4-001	Technical Services	4.0	Road Naming Policy
<b>Management Policy (Administration Policy)</b>			
AP001	CEO	1.0	Recruitment, Selection & Promotion
AP002	Technical Services	2.0	Traffic Management for Works on Roads
AP003	Development Services Compliance	3.0	Development Services Compliance
<b>Management Practice (Administration Procedure)</b>			
PR001	CEO	1.0	Accident/Incident Reporting & Investigation Procedure
PR002	Development Services	2.0	Asbestos Management Procedure
<b>Standard Operating Procedure</b>			
SOP001	Corporate Services	1.0	End of day cash reconciliation procedure
SOP003	CEO	3.0	Electrical Safety Checklist

## Classification and Subject Pick-Lists

CLASSIFICATION	
CODE	Explanation
CP	Council Policy
CP	Local Planning Policy
AP	Management Policy
PR	Management Practice
SOP	Standard Operating Procedure

## Document Control

Each document will contain at least the following and is to be based on relevant Template:

Document Control			
Number			
Owner(s)	Who to speak to if there are issues with the document/it needs updating/changes need to be made etc		
Last Review Date			
CEO Signature		Date	

All master copies of Policies, Procedures and Standard Operating Procedures are to be saved electronically in the Shire of Collie P: Drive - P:\Policies\..... under each relevant subdirectory for:

- 1 - Council Policy
- 2 – Local Planning Policies
- 3 – Management - Administration Policies
- 4 – Management Practice
- 5 - Standard Operating Procedures
  - 1. CEO
  - 2. Corporate Services
  - 3. Development Services
  - 4. Technical Services - Operations