

FRAMEWORK	
Reference Number	676271
Responsible Business Unit	Office of the CEO
Responsible Officer	Chief Executive Officer
Legislation	Local Government Act 1999
Relevant Delegations	Chief Executive Officer
Related Policies Management Guidelines Frameworks	Good Public Administration Framework Risk Management Framework Policy and Management Guideline Policy Policy Management Guideline Strategic Plans
Link to Strategic Plan	Objective 5.3 Responsive
Date Adopted	10 December 2018 item 217.8
Review Date	Every Council term
Previous revisions	9 December 2013 – item 290.4 10 March 2009 – item 769.1.5 22 January 2007 – item 44.1.10

## PURPOSE

To identify the structure and relationship of Council's documents which provide guidance to workers and stakeholders on Council operations.

## OBJECTIVES

To provide for consistency in development and management of Council's policy documentation to guide effective decision making and service delivery.

## POLICY STRUCTURE



## DEFINITIONS

**Strategic Plan** – as defined within the *Local Government Act 1999*

- Strategic Management Plan
- Long Term Financial Plan
- Asset & Infrastructure Management Plan
- Strategic Directions report, S30 Development Plan

**Framework** - overarching; guiding principles; concept; structure

**Policy** – statement of intent, defined values, course of action set by Council and/or Chief Executive Officer

- External/Legislative – mandatory policies or codes of practice required by Legislation, statute or created by a resolution of Council
- Internal/Administrative – support work of the administration created by the Chief Executive Officer
- Lerwin Quality Management Documents – based on the quality management system implemented at Lerwin
- WHS – One System documentation

**Charter** – public declaration that outlines the level of service/commitment

**Plan/Strategy** – detailed proposal, plan of action, master plan

**Guideline/Toolkit** – outlines the practice, systems and course of action to be taken to implement the policy.

**Information Sheet** – developed from Guideline/Toolkit for public