



Guidelines for Policies and Directives

Framework Diagram

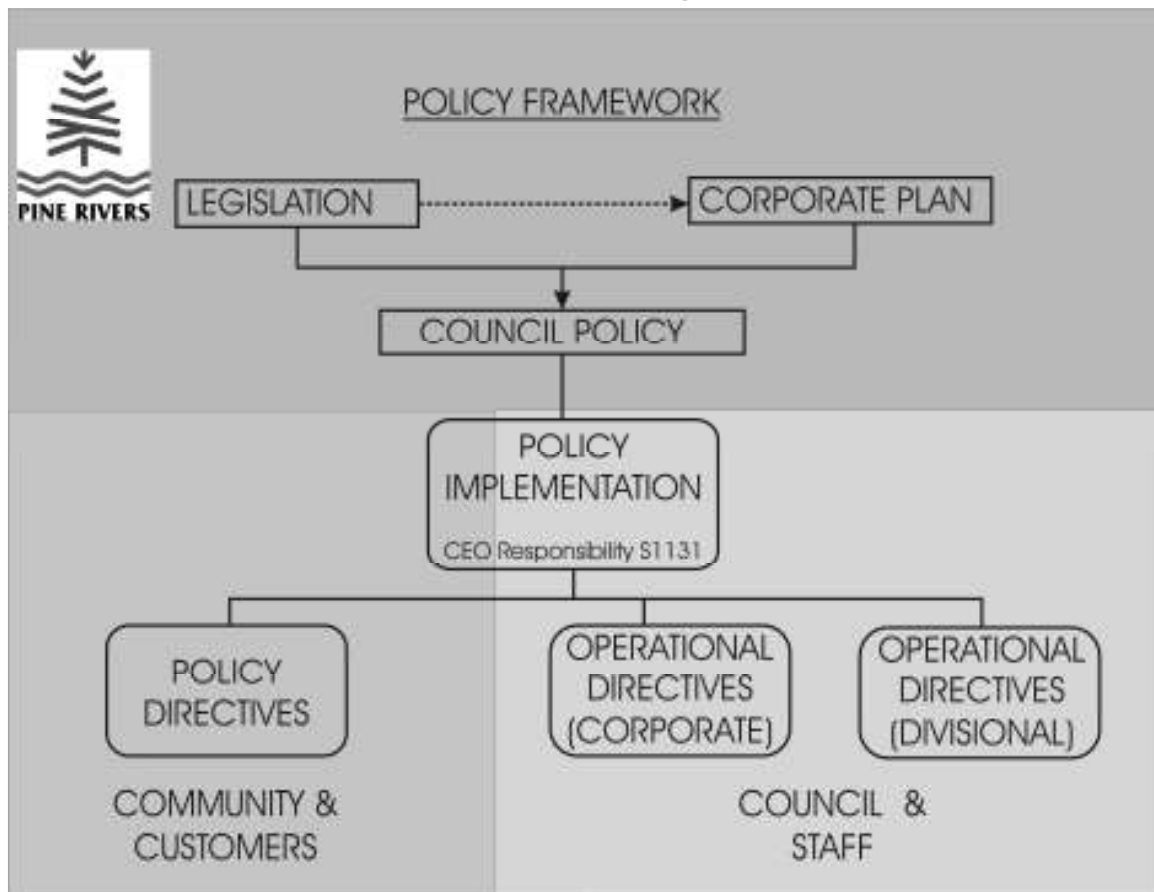


Figure 1: Diagram showing Policy Framework linkages, application and responsibilities

Definitions

Policy –states Council’s intent, commitment or position to achieve an objective which provides a decision-making framework for day-to-day application. Policies are adopted by Council on matters which Council considers to be appropriate. A policy describes *what* Council considers to be appropriate.

Policy Directive is an optional document adopted by the CEO to assist in the implementation of Council policies. A Policy Directive may include procedures which establish a set of steps that must be undertaken in implementing a policy. Such procedures describe *how* decisions or actions must be undertaken.

Operational Directive – describes what the CEO (acting under section 1131 of the Local Government Act) and management considers to be appropriate in relation to a specific issue. Corporate and Divisional Operational Directives are promulgated by the CEO on matters concerning the implementation of Council decisions and the overall management of Council operations. Directives should contain a flowchart to assist officers in following any procedural steps.



Template for Council Policies

Title:

Policy No.....

Head of Power

Objective

Definitions/Application

Policy Statement

Review Triggers

Responsibility

Version Control

Council Resolution number	Date
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Guidelines for Council Policies

Head of Power

Reference to legislation (section number), local laws, Standards/Guidelines/Codes, and the Corporate Plan. For Planning Policies the Head of Power would be the relevant component of the Planning Scheme or other relevant statutory instrument.

Objective

The Objective of the Policy should fulfill statutory requirements and be consistent with the goals and strategies in the Corporate Plan/Planning Scheme or other statutory instrument.

Definitions/Application

This should define any policy-specific terminology used in the Policy Statement, unless already defined in the Head of Power (eg definitions in legislation). For Planning Policies, This section should outline the types of development or other circumstance to which the Policy applies.

Policy Statement

The Policy should clearly state Councils intent, commitment or position to achieve an objective, and provide a framework for day-to-day decision making.

The Policy should aim to reduce risks that the goals and strategies in the Corporate Plan or Planning Scheme will not be achieved, where applicable.

Words like ‘appropriate’, ‘reasonable’, and ‘effective’ should be avoided, since the policy statement should delineate what is appropriate, reasonable and effective.

A good policy should generally lead to consistency in decision making and desired outcomes.

To avoid unnecessary policies it is important to ensure that each policy adds value. A test for this is whether a different decision could be possible if there was no policy.

Another test is what perverse decisions or actions could occur if the policy is misinterpreted or unintended consequences occur.

The Policy Statement should enable decisions and actions to be taken as close as possible to front-line officers dealing with the community and customers.

The policy must be in clear, simple English, and ideally within a single A4 page (10+ font).

Remember the KISS formula – Keep it simple please!

Review Triggers

- List of factors which require the policy to be reviewed, eg:
 - Periodic Review (eg – Annual or post-election).
 - Change in the Head of Power (eg. Corporate Plan/Planning Scheme, etc) affecting the policy.
 - Change in community priorities or the circumstances relating to the policy (please outline).

Responsibility

Title of Officer responsible for implementing and reviewing the Policy (including formulating for the approval of the CEO, Policy Directives to support the Policy).

Version Control

Council Resolution number	Date
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Template for Policy and Operational Directives

Title:

Directive No.....

Head of Power

Objective

Directive

Review Triggers

Responsibility

Version Control

CEO Approval Date





Title: Guidelines for Policy Directives

Head of Power (Policy Reference)

This should provide a clear reference to a Council Policy.

Objective

The aim of Policy Directives should be to ensure consistent, accurate and reliable implementation of the Council Policies.

Directive

Review Triggers

List of factors which require the Directive to be reviewed, eg:
Periodic Review (eg – Annual or post-election)
Change in Council Policy or the Head of Power which affects the Directive

Responsibility

Title of Officer responsible for implementing, monitoring and reviewing the Directive (including formulating for the approval of the CEO, amendments to the Directive).

Version Control

CEO Approval Date
(or Director Approval date)
(for Divisional Directives)



POLICY - Cemeteries – Shire Wide

Head of Power

Local Government Act 1993
Local Law 30 – Cemeteries

Objective

The purpose of the policy is to set down guidelines defining the criteria/eligibility for reservation and interment within Council's cemeteries.

Definitions/Application

Ashes Placement - Include niche, garden placement, companion garden placement, rock placement, and family placement

Interment - The act of interring, burial

Policy Statement

Having identified the significant historic nature and the limited resource available within the cemetery facilities Council has determined priorities be put in place to extend the life of all cemetery facilities throughout the Shire.

Albany Creek, Dayboro, Samford and Samsonvale Cemeteries.

Where a person meets one of the following criteria, they shall be eligible for

A reservation and/or interment for a grave site or
reservation of ashes placement site and/or the placement of ashes: -

- A current resident of the Shire; or
- Continuing family residence within the Shire (to first cousin); or
- Past resident of the Shire having lived in the Shire for a minimum of seven (7) years; or
- First degree kinship with a person already interred in the Cemetery.

Lawnton Cemetery

Council no longer accepts reservations of gravesites for the Lawnton Cemetery. Burial sites are available for immediate use to persons who meet the following criteria: -

- Descendent link with the early settlement of the Shire, prior to 1950; or
- First degree kinship with a person already buried in the Cemetery.

For interment of ashes, where a person meets one of the following criteria, they shall be eligible for both the reservation of an ashes placement site and for the interment of ashes.: -

- A current resident of the Shire; or
- Continuing family residence within the Shire (to first cousin); or
- Past resident of the Shire having lived in the Shire for a minimum of seven (7) years; or
- First degree kinship with a person already interred in the cemetery

Responsibilities

Manager Community Response Department: Overall responsibility for implementation and compliance with the policy.

Review Triggers

Review of Local Law. Availability of grave sites.

Version Control

Council Resolution number	Date	
Minute Page: 84200	95/6009	96/2455
Minute Date: 23.01.92	23.10.95	07.05.96
Effective Date:		

**PSP 32 Laundry and Personal Amenities for Shared Accommodation Facilities****32.1 Head of Power**

This policy is a document that supports the planning scheme for the Shire and has been made by Council using the process prescribed in Chapter 2, Part 1, Division 5 of the *Integrated Planning Act 1997*.

32.2 Definitions/Application

This policy applies to:-

- (1) Caravan/Transportable Home Parks where residential accommodation in other than self contained dwelling units is provided for; and
- (2) Motel Accommodation; and
- (3) Retirement Villages incorporating residential accommodation in serviced hostel units.

This policy is specifically referenced in the following codes within Part 1 of Chapter 6 of Council's planning scheme:-

Caravan/Transportable Home Park Code;
Motel Code; and
Retirement Village Code

32.3 Objective of Policy

The purpose of this policy is to identify a standard of:-

- (1) communal laundry facilities; and/or
- (2) private food preparation facilities;

which is likely to meet the everyday demand and expectations of occupants of short or long term residential accommodation in other than self contained dwelling units.

32.4 Policy Statements**32.4.1 Caravan/Transportable Home Parks**

For those Caravan/Transportable Home Parks where residential accommodation in other than self contained dwelling units is provided for, laundry facilities, ablution and other personal hygiene facilities comprising no less than the following would meet the everyday demand and reasonable expectations of those residents utilising that form of residential accommodation:-

(a) Laundry and Drying Facilities –

- (i) Private Laundry Facilities comprising no less than the following standard of equipment are provided on each individual accommodation site:-

- (A) one automatic clothes washing machine or space for such an appliance;
- (B) one 45 litre laundry tub;
- (C) 7.5m of clothes line, or one mechanical clothes dryer; and
- (D) space for an ironing board;

OR

- (ii) Communal laundry facilities comprising no less than the following standard of equipment are provided within the communal area of the development site:-

- (A) one 7kg automatic clothes washing machine;
- (B) one 70 litre laundry tub;
- (C) one clothes hoist or one 7kg mechanical clothes dryer; and
- (D) one ironing board;

for every 20 individual accommodation sites, or part thereof;

OR

- (iii) A mixture of private and communal facilities is provided and the extent of communal facilities is equivalent to (ii) but based on the number of individual accommodation sites on which private facilities equivalent to (i) above have not been established.



Each washing machine, designated washing machine space and laundry tub is supplied with both hot and cold reticulated potable water, while each washing machine, designated washing machine space, mechanical clothes dryer and ironing board has access to its own adjacent 240 volt general purpose electrical outlet.

(b) Sanitary Facilities¹ –

- (i) At least one sanitary pedestal in a fully enclosed sanitary compartment is provided on each individual accommodation site;

OR

- (ii) Communal sanitary facilities comprising no fewer than that prescribed in the following table are provided within the communal area of the development site;

No. of Sites	No. of Pedestals and Sanitary Napkin Storage Devices for Females	No. of Pedestals for Males	Length of Urinals for Males
Up to and Including 40	1 for every 7 sites, or part thereof	1 for every 10 sites, or part thereof	0.6m for every 20 sites, or part thereof
Over 40	6 plus an additional 1 for every 15 sites, or part thereof, in excess of 40 sites	4 plus an additional 1 for every 15 sites, or part thereof, in excess of 40 sites	1.2m plus an additional 0.6m for every 20 sites, or part thereof, in excess of 40 sites

OR

- (iii) A mixture of private and communal facilities is provided and the extent of communal facilities is equivalent to (ii) but based on the number of individual accommodation sites on which private facilities equivalent to (i) above have not been established.

Each sanitary fixture is supplied with reticulated water.

(c) Bathing Facilities² –

- (i) Private bathing facilities comprising no less than the following standard of equipment are provided on each individual accommodation site:-

- (A) one shower or bath; and
- (B) one handbasin;

OR

- (ii) Communal bathing facilities comprising no less than the following standard of equipment are provided within the communal area of the development site:-

- (A) one shower or bath for males and one shower or bath for females; and
- (B) one handbasin for males and one handbasin for females;

¹ These sanitary facilities are in addition to those workplace amenities required for on-site employees under workplace health and safety legislation

² These bathing facilities are in addition to those workplace amenities required for on-site employees under workplace health and safety legislation.



for every 10 individual accommodation sites, or part thereof.

OR

- (iii) A mixture of private and communal facilities is provided and the extent of communal facilities is equivalent to (ii) but based on the number of individual accommodation sites on which private facilities equivalent to (i) above have not been established.

Each shower, bath and handbasin is supplied with both hot and cold reticulated potable water, while each handbasin has an adjacent mirror no smaller than 600mm wide x 900mm high and a 240 volt general purpose electrical outlet.

(d) Communal Facilities³ -

Where communal sanitary or bathing facilities are provided:-

- (i) each shower, bath and pedestal is located in its own self contained cubicle fitted with internally activated locks;
- (ii) each shower and bath cubicle is fitted with a seat or bench, devices for hanging clothes and moveable or fixed screening adequate to ensure that the seat and clothes hanging areas can remain dry while the occupant of the cubicle is bathing; and
- (iii) at least one sanitary pedestal and one handbasin within each individual communal facility are of a size, and are installed at a height, appropriate for use by a child.

32.4.2 Motel Accommodation

For residential facilities in the form of Motel accommodation, laundry and personal food preparation facilities comprising no less than the following would meet the everyday demand of the occupants of the Motel and the reasonable expectations of the travelling public:-

(a) Laundry and Drying Facilities –

- (i) Private laundry facilities comprising no less than one 45 litre laundry tub are provided within each individual accommodation unit, other than an on-site manager's unit, and access is available to a communal clothes drying and ironing facility equivalent to (ii) below;

OR

- (ii) Communal laundry facilities comprising no less than the following standard of equipment are provided within a communal area of the development site:-
 - (A) one 7kg automatic clothes washing machine;
 - (B) one 70 litre laundry tub;
 - (C) one clothes hoist or one 7kg mechanical clothes dryer; and
 - (D) one ironing board;

for every 20 individual accommodation units, or part thereof;

OR

- (iii) A mixture of private and communal facilities is provided and the extent of communal facilities is equivalent to (ii), but in terms of washing facilities, is based on the number of individual accommodation units not containing the laundry tubs prescribed in (i).

Each washing machine and laundry tub is supplied with both hot and cold reticulated potable water, while each washing machine, mechanical clothes dryer and ironing board has access to its own adjacent 240 volt general purpose electrical outlet.

(b) Personal Food Preparation Facilities –

A refrigerator and tea making facilities are provided within each individual accommodation unit. The tea making facilities are supplied with reticulated potable water while both the refrigerator and the tea making facilities have an adjacent 240 volt general purpose electrical outlet.

³ Disabled access to and within these communal facilities is required under the Building Code of Australia and should be planned for at the outset.



32.4.3 Retirement Villages

For those Retirement Villages incorporating residential accommodation in serviced hostel units, laundry and personal food preparation facilities comprising no less than the following would meet the everyday demand and reasonable expectations of those residents utilising that form of residential accommodation:-

(a) Laundry and Drying Facilities –

- (i) Private laundry facilities comprising no less than the following standard of equipment are provided within each serviced hostel unit:-
 - (A) one automatic clothes washing machine or space for such an appliance;
 - (B) one 45 litre laundry tub;
 - (C) one mechanical clothes dryer, or space for such an appliance (If a mechanical clothes dryer is not provided, access is available to a communal clothes drying facility equivalent to (ii) below); and
 - (D) space for an ironing board;

OR

- (ii) Communal laundry facilities comprising no less than the following standard of equipment are provided within a communal area of the development site:-
 - (A) one 7kg automatic clothes washing machine;
 - (B) one 70 litre laundry tub;
 - (C) one clothes hoist or one 7 kg mechanical clothes dryer; and
 - (D) one ironing board;for every 20 serviced hostel units, or part thereof;

OR

- (iii) A mixture of private and communal facilities is provided and the extent of communal facilities is equivalent to (ii), but in terms of washing facilities, is based on the number of serviced hostel units not containing the private facilities prescribed in (i) (A) and (B).

Each washing machine, designated washing machine space and laundry tub is supplied with both hot and cold reticulated potable water, while each washing machine, designated washing machine space, mechanical clothes dryer, designated clothes dryer space and ironing board has access to its own adjacent 240 volt general purpose electrical outlet.

(b) Personal Food Preparation Facilities –

A refrigerator and tea making facilities are provided within each serviced hostel unit. The tea making facilities are supplied with reticulated potable water while the refrigerator and the tea making facilities have an adjacent 240 volt general purpose electrical outlet.

32.5 Review Triggers

This policy is reviewed internally for applicability, continuing effect and consistency with planning scheme and other legislative provisions when any of the following occurs:-

- (1) the planning scheme is amended;
- (2) the planning scheme is replaced by a new planning scheme;
- (3) amendments which affect the allowable scope and effect of a planning scheme policy are made to the Integrated Planning Act 1997; and
- (4) other circumstances as determined from time to time by a resolution of Council.



32.6 Responsibility

32.7 Version Control

Council Resolution number	Date
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DRAFT



Title: Response to Wandering Dog Notifications

Head of Power

Local Law 42 Animal Control (No Council policy)

Objective

To ensure that the Animal Control Local Law is consistently applied in relation to reports of wandering dogs.

Directive

Review Triggers

Relevant changes to the Local Law, Legislation, or Corporate Plan

Increased incidents or complaints in the community, warranting a review of the Directive

Responsibility

Version Control

CEO Approval Date