POLICY STATEMENT No. 1

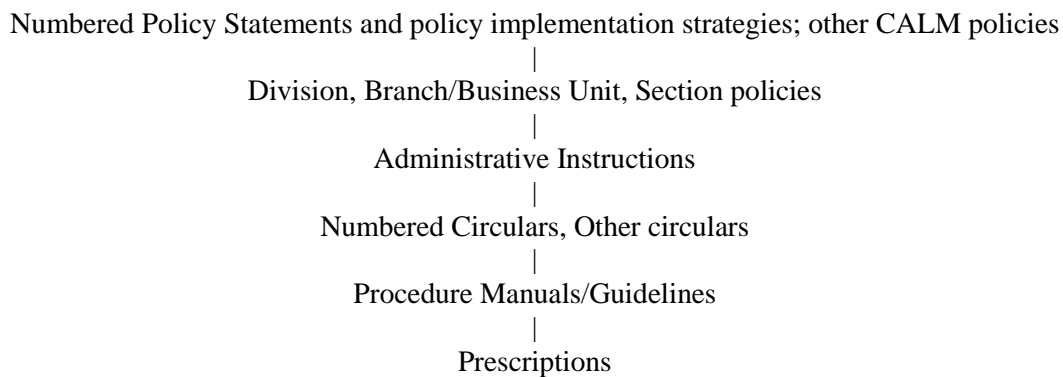# CALM POLICIES, ADMINISTRATIVE INSTRUCTIONS, CIRCULARS AND MANUALS/GUIDELINES

1. OBJECTIVES

This Policy Statement covers the hierarchy, structure, attributes and control system for Departmental Policies, Administrative Instructions, Circulars and Manuals/Guidelines.

2. BACKGROUND

Policy covers *the courses of action to be followed to achieve an organisation's objectives*. Policy affecting CALM exists at a number of levels, which can be expressed as a hierarchy ranging down from national policies, State policies, CALM policies, division, branch and section policies. Policy implementation requirements (strategies, *explain how policy is intended to be achieved*), procedures (*preferred method of undertaking a task*) and prescriptions (*written instructions on how to undertake a task at a particular location*) are below policies. This policy covers that part of the hierarchy from CALM Policy Statements to Procedures Manuals/Guidelines.

The policy hierarchy within CALM is:

Numbered Policy Statements and policy implementation strategies; other CALM policies
|
Division, Branch/Business Unit, Section policies
|
Administrative Instructions
|
Numbered Circulars, Other circulars
|
Procedure Manuals/Guidelines
|
Prescriptions

3. LEGISLATIVE BASE

Section 33 of the *Conservation and Land Management Act 1984* specifies the functions of the Department of Conservation and Land Management.
Section 34 of the CALM Act empowers the Executive Director to do all things that are the necessary or convenient to be done for or in connection with the performance of the functions of the Department.

4.   POLICY

4.1   Policy Statements will be prepared as required by the Corporate Executive.

4.2   CALM Policy Statements will continue to be published in a number of formats

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4.3   Policy Statements covering a large part of a Director's responsibilities will be published as a package, when possible.

4.4   Current versions of (final) CALM Policy Statements will be available on the CALMweb, as will Policy Statements at various stages of drafting, if approved by the relevant Director/s.

4.5   New and revised (draft) Policy Statements covering environmental topics will be made available for public comment, prior to finalisation.

4.6   Corporate Executive will approve draft Policy Statements and final Policy Statements revised after public input.

4.7   Web-based templates/guidelines will be available covering the broad attributes, style and control systems for each level in the policy hierarchy.

4.8   Administrative Instructions and Numbered Circulars will be approved by the Corporate Executive before being published on CALMweb and distributed by mail.

4.9   Circular letters may be issued by Directors and Managers.

4.10   Each manager is to ensure that up to date technical manuals/guidelines are available for functions under their control. This applies to manuals for financial management systems, administrative and operational systems.

4.11   Procedures (manuals, guidelines) will be authorised by the relevant Director/s, before finalisation. Where practical, procedures will be published on the CALMweb.

4.12   Templates for numbered Policy Statements, Administrative Instructions and Numbered Circulars will be available on CALMweb (via Index of Key Documents web page).

5.   POLICY IMPLEMENTATION STRATEGIES

5.1   General

Indexes for CALM Policy Statements, Administrative Instructions, Circulars and Manuals/Guidelines and other compliance and guidance documents will be held on the Index of Key Documents web page on CALMweb, maintained by Management Audit Branch.

Where practical, copies of compliance and guidance documents, including Manuals/Guidelines will be available on CALMweb.

Policy Statements covering environmental topics will be subject to document control procedures, similar to that required by Australian/New Zealand Standard ISO 14001.

Final Policy Statements and draft Policy Statements released for public comment but not finalised will be available on NatureBase.

The Director Strategic Development and Corporate Affairs will manage the public review process for Policy Statements. The Manager Office of the Executive Director will manage the policy development and internal review process.

Policies, Administrative Instructions and Circulars will be updated for minor changes (eg branch names, position names) annually by Management Audit, after consultation with custodians.

Procedure Manuals/Guidelines should be reviewed at least every two years and revised as necessary.

5.2 Attributes of key documents

Policy Statement

A statement of the general course of action CALM will follow in a particular area of activity. Policy Statements covering environmental topics will be released for public comment prior to authorisation and will be available publicly. The broad requirements for CALM staff on implementation of the policy, the Policy Implementation Strategies, form part of the original policy authorisation. Policy Statements may include a statement of Policy Implementation Strategies as an attachment where it is desirable to be kept separate for more frequent review and updating than the Policy Statement.

Procedure Manual/Guideline

Provide guidance to CALM managers and staff on how to undertake particular tasks. A Procedure Manual or Guideline contains a level of detail not appropriate in a Policy Statement.

Administrative Instruction

A standing instruction to staff on how to deal with a particular issue. Normally confined to administrative matters that are not usually the subject of Policy Statements.

Circular (Numbered circulars, circular letters)

Advice to staff of changes in some area or activity. Circulars should have a limited life as their content is incorporated into changes in procedures or Administrative Instructions.

5.3 Format of key documents

See Attachment 1.

6. ASSOCIATED POLICIES/STRATEGIES

Not applicable

7. CUSTODIAN

Manager Management Audit Branch

8. EXECUTIVE DIRECTOR APPROVAL

Approved by

Dr Wally Cox
EXECUTIVE DIRECTOR

29 January 2000

DEPARTMENT OF
Conservation
AND LAND MANAGEMENT
Conserving the nature of WA

CALM POLICIES, ADMINISTRATIVE INSTRUCTIONS, CIRCULARS AND MANUALS/GUIDELINES

FORMAT OF KEY DOCUMENTS

INTRODUCTION

This attachment and associated policy statement cover the hierarchical structure for the above documents and provide some guidance on format, use and controls.

RECOMMENDED TYPING FORMAT

Font: Times New Roman, 11 point, justified, headings bold.
Margins: top and bottom: 2cm, left and right: 2cm
Templates will be available on CALMweb, via the Index of Key Documents web page.

PREFERRED POLICY STATEMENT FORMAT

A set format for policy documents is to be adopted. A set structure is very useful for publishing on the CALMweb so that hyperlinks can be made to associated documents.

The preferred model is as follows:

Policy Statements

- Title – the topic
- Objective/s – what it is trying to achieve
- Background – the context for the policy
- Legislative Base – the legal basis for the policy provisions
- Policy – the policy
- Policy Implementation Strategies – the reference to the implementation strategies.
- Associated Policies/Strategies – reference any closely associated policies, including government policies.
- Custodian – which Director is responsible for the content
- Executive Director signature
- Approval Date

It is envisaged that most of the specific detail on existing numbered policy statements will be on a separate attachment called Policy Implementation Strategies. These are details on implementation for CALM staff. Ideally policies should cover about one A4 page.

POLICIES IN OTHER FORMATS

CALM branches may publish unnumbered policies (eg CALMpeople Policy and Procedure Manual) with the approval of their Director. These are to be internal administrative policy documents and are to be published on the branch website.

The structure should be similar to that for numbered policy statements.

FORMAT FOR ADMINISTRATIVE INSTRUCTIONS, CIRCULARS AND PROCEDURES

A uniform structure is not essential for these documents, as they are less critical and likely to be more diverse in content. Templates for the preferred format for administrative instructions and numbered circulars will be available via the Index of Key Documents web page.

ESTABLISHMENT AND MAINTENANCE SYSTEM

Document control is necessary for administrative efficiency and increasingly to comply with standards such as ISO 14001. The following is required:

Policy Statements

Prepared by custodian (Director). New policy statements covering environmental topics will be made available for public comment, as a draft and then revised following public input. Draft and final version approved by Corporate Executive and authorised by the Executive Director. Management Audit to link it to the index of key documents. Published on Management Audit website for numbered policies. Other policies to be on relevant branch website. Reviewed by Management Audit on an annual basis. Minor changes (eg Branch names and position names) made by Management Audit, if approved by custodian. Major amendments or deletions to be approved by Corporate Executive and will require public input, in the case of environmental policies. Control copy to be that on the CALMweb. Old versions are to be retained on file and marked as superseded.

Administrative Instructions

Prepared by custodian and authorised by the Executive Director. Published by Management Audit on the CALMweb. Reviewed by Management Audit on an annual basis. Minor changes (eg Branch names and position names) made by Management Audit, if approved by custodian. Major amendments or deletions to be approved by Corporate Executive. Major changes to be approved by Corporate Executive.
Control copy to be that on the CALMweb

Numbered Circulars

Prepared by the custodian and authorised by the Executive Director. Published by Management Audit on CALMweb. Reviewed by Management Audit on an annual basis. Minor changes (eg Branch names and position names) made by Management Audit, if approved by custodian. Major amendments or deletions to be approved by Corporate Executive. Control copy to be that on the CALMweb

Other Circulars

Authorised by custodian (Executive Director, Director or Branch Manager). Copy to be provided to Management Audit, if to be published on CALMweb. Those on CALMweb reviewed by Management Audit on an annual basis. Minor changes (eg Branch names and position names) made by Management Audit, if approved by custodian.

Procedure Manuals/Guidelines

Prepared by the Director's designated officer who becomes the custodian. Authorised by the Director and ideally published on their section of the CALMweb. Reviewed by custodian and amendments approved by the Director. Control copy to be that on the CALMweb.