

Council Policy –Corporate Documents

Objective

To ensure corporate documents are relevant, uniform, accessible and user friendly.

Policy Statement

Corporate documents guide the City's practice and support the achievement of the City's Strategic goals and objectives. In guiding practice, corporate documents also support the achievement of quality outcomes and reduce organisational risk. All documents must be developed and reviewed consistent with legislative requirements and recognise and identify their enabling corporate strategic objective and revenue source. The policy does not extend to statutory documents that are governed by particular legislative requirements and statutory process.

All corporate documents will be developed and reviewed in accordance with the following requirements – they will:

- Be presented in a common format using the template provided for in this policy.
- Be written concisely and in plain, understandable language.
- Identify the date and executive team member responsible for the review.
- Be reviewed every three years or earlier if appropriate.
- Be endorsed by either the Council or Chief Executive Officer as appropriate.

Corporate documents must contain the following elements:

- **Policy:** Objective, scope, definitions, policy statement, legislative and strategic context, associated documents and review position and date.
- **Strategy:** Executive summary, strategic context, key focus areas, performance measurement, and implementation matrix with revenue identification, associated documents, review position and date.
- **Procedure:** Objective, enabling policy or strategy, scope, definitions, actions, flowcharts (Visio format), associated documents, review position and date.
- **Business Plan:** Executive summary, historical context, services provided, market analysis, competition analysis, marketing plan, operations including staffing details, financial projections for at least 5 years, impact

Scope

The development and review of all Council strategies, business plans, policies, and procedures.

Legislative and Strategic Context

This item relates directly to the following elements of the Strategic Community Plan:

- **Key Focus Area:** Civic Leadership
- **Strategy:** Establish and maintain sound governance procedures.

Definitions

Corporate Documents	Strategies, policies, procedures, business plans, and associated documents, including guidelines and forms.
Statutory Documents	Corporate documents whose format and layout is guided by legislative requirement i.e. budgets, town planning schemes, annual reports.
Strategy	A plan made in advance of actions that identifies, serves and complements the City's major strategic goals and objectives.
Policy	A governing principle, set of principles or rules that guides the City's practices and constrains procedures or delegated functions.
Procedure	A prescription of specific action oriented processes, necessary to achieve strategic or policy objectives.
Business Plan	A plan that forecasts the critical aspects, basic assumptions and financial projections for an existing or proposed City trading enterprise or community service facility.

Review Position and Date

Chief Executive Officer to review annually.

Associated Documents

- Corporate Document Development and Review Procedure
- Corporate Document Templates (linked on the City's intranet).

Document Approval			
Document Development Officer:		Document Owner:	
Manager Governance & Risk (MGR)		Executive Director Corporate Services	
Document Control			
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Document Revision History			
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1.0	CEO	Adopted by Council on 16/05/2006 Report Item 14.1.2.	16/5/2006
1.1	CEO	Amended under delegated authority. Formatting and updated to reflect new strategic plan.	21/6/2012
1.2	CEO	Amended under delegated authority to reflect new strategic plan 2023.	3/7/2013
1.3	CEO	Reformatted, included document revision history and document control page. NP1224913_4.	28/11/2014
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