A.1 Corporate Documents

Introduction

Corporate documents guide the Shire of Toodyay's practice and support the achievement of the Shire's strategic goals and objectives. Corporate documents provide guidance to achieve quality outcomes and reduce organisational risk. It is important that Shire documents are developed in a consistent and concise format.

Objective

This policy provides guidance on the development and review of the Shire of Toodyay's strategies, policies and action plans (**shire documents**) to achieve transparent and consistent decision making which aligns with the Shire's objectives, strategic priorities and legislative requirements.

Scope

This policy applies to the development and review of all Council strategies, business plans and policies. This policy does not extend to statutory documents that are governed by particular legislative requirements and statutory processes such as local laws and local planning schemes etc.

Definitions

a) **Business Plan**

A plan that forecasts the critical aspects, basic assumptions and financial projections for an existing or proposed Shire trading enterprise or community service facility

b) **Corporate Documents**

Strategies, policies, procedures, business plans, and associated documents, including guidelines and forms.

c) **Directive**

An internal rule or process prescribed by the CEO or executive management to guide operational procedures and delegated functions.

d) **Policy**

A governing principle, set of principles or rules that guides the Shire's practices and constrains procedures or delegated functions.

e) **Procedure**

A prescription of specific action-oriented processes, necessary to achieve strategic or policy objectives – for internal use.

f) **Statutory Documents**

Corporate documents whose format and layout are guided by legislative requirement ie budgets, town planning schemes, annual reports.

g) **Strategy**

A plan made in advance of actions that identifies, serves and complements the Shire's major strategic goals and objectives.

Policy Statement

1. All Shire documents are to be developed and reviewed in accordance with the following requirements – they will:

    - be presented in a format consistent with the Shire's style guide;

    - 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; and

    - be endorsed by either the Council or Chief Executive Officer as appropriate.

2. Shire documents must contain the following elements:

    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.

    Directive: Purpose and objectives, scope, roles and responsibilities, procedure or policy statement (if applicable), associated documents, definitions, document control information including review position and date.

    Policy: Introduction, objective, scope, definitions, policy statement, reference information and legislation, associated documents, and document control information including review position and date.

    Procedure: Objective, enabling policy or strategy, scope, definitions, actions, flowcharts, associated documents, and document control information including review position and date.

    Strategy: Executive summary, strategic context, key focus areas, performance measurement, and implementation matrix with revenue identification, associated documents, and document control information including review position and date.

3. The process required for the development and review of Shire documents is outlined in the table below.

Document	Process
Single policy	• Council workshop to discuss direction and review existing policy (if applicable) • Draft policy provided to Council via email for feedback • Draft policy submitted to OCM for consideration, amendment and/or approval for public advertising if required • Final approval by Council.

Policy Review (several policies)	• Plan and process approved by Council that includes:
	    ○ Policies to be reviewed
	    ○ Process for input of elected members and staff
	    ○ Community engagement
	    ○ Expert advice to be sought
	    ○ Timeline
	• Final approval by Council.

Strategies, Business Plans, Budget	• Plan and process approved by Council that includes:
	    o Purpose and scope
	    o Process for input of elected members and staff
	    o Community engagement (if applicable)
	    o Expert advice to be sought (if applicable)
	    o Timeline
	• Final approval by Council.

Directive, Procedure	• Procedure drafted by Manager (directive), responsible officer (procedure) • Reviewed by Senior Management Group • Final approval by the CEO • Distributed to relevant users • Training provided to relevant staff.

Reference Information

Related Documents	Shire of Toodyay Style Guide and templates
Related Legislation	Nil
Associated Forms and Attachments	Shire of Toodyay templates

Document Control Information

Document Category	Administration
Document Title	Corporate Documents
Document ID	A.1
Version No.	1.0
Archived and Previous Version	N/A
Access Restrictions	
Author (position title)	Chief Executive Officer
Approved By	Council
Date of Approval (OCM)	23 November 2021
Date of Last Review	23 November 2021
Date of Next Review	6 November 2024

Attachment A

Plan and Policy Review Process

Please refer to the Shire of Toodyay Corporate Documents Policy which explains the process required for the development and review of documents including Shire Policies.

Introduction

Council has obligations in relation to functions and activities under numerous Acts and other legislation, many of which permit Council to delegate responsibilities and authority to the CEO and other Shire Officers; and to stipulate conditions, standards or methods of control and management.

Compliance

s.2.7(2)(b) of the *Local Government Act 1995* defines that the role of Council is to determine the local government's policies.

Expert advice to be sought

When creating policies; Shire Officers shall give consideration to the following as being best practice:

- Operational Guidelines from the Department of Local Government, Sport and Cultural Industries;

- Integrity Strategy Guidelines for WA Public Authorities 2020-2023 from the Public Sector Commission;

- Guidelines from the Department of Planning, Lands and Heritage;

- The Shire's Governance Framework; and

- WALGA Councillors Manual, Practice Notes etc.

Purpose of Policies

Policies enable the effective and efficient management of Council resources.

Written policies also enable the community to be aware of the reasoning behind Council and administrative decisions, and to be familiar with the philosophy behind individual decisions.

Policy Register

The CEO is to ensure that an electronic Policy Register is maintained; and updated as soon as possible after each authorised resolution of Council. The Register is to contain a timeline for when policies are intended to be brought to Council at a workshop and at a Council Meeting. A copy of the register is to be provided to Council.

The Teams Environment

A team called "Elected Members" exists in the Microsoft Office Teams Environment.

The team consists of 6 channels: General; Budget Info; Contracts and Agreements; Council Briefings; Council Meetings; and Council Workshops.

<u>The Council Workshops Channel</u>

This channel contains *Posts* and *Files*.

- The *Post* area is used primarily to post information relating to Council Workshops such as: Agendas; Reminders; Updates; and

- The *File* area contains folders for Ordinary Council Meetings and sub-folders for Council Workshops.

Process for input of elected members and staff

The Teams environment allows Members to make comments, ask questions, propose changes, modifications, or ideas for improvement of the documents or policies.

<u>Shire Officers shall:</u>

(a) Place any documents or policies to be reviewed by Council on the Council Workshops Channel at least **28 days** prior to an Agenda Briefing;

(b) Immediately notify Members and other relevant Shire Officers of their above action, to provide context in regard to any documents or policies posted;

(c) Respond within **3 days** to any feedback from Members; and

(d) Be permitted to extend the deadline by which Members must make comment.

<u>Members shall:</u>

(a) Review any documents or policies placed on the Council Workshops Channel;

(b) Provide feedback to Shire Officers within **10-days** of being notified.

<u>Following Review</u>

The Shire Officer will consider the feedback and take the document or policy straight to Council unless Member's feedback indicates a requirement for workshopping.

Workshopping Documents including Policies

The process below enables clarification of points; further feedback; and informal consensus to be attained.

<u>Shire Officers shall:</u>

(a) Place any revised documents or policies in the Council Workshops Channel;

(b) Notify Members and other relevant Shire Officers of their above action; and

(c) Respond within **3 days** to any feedback from Members;

(d) Present items that are coming to Council at a Council Workshop; and

(e) Update documents or policies once they are reviewed at a Council Workshop.

<u>Members shall:</u>

(a) Review any documents or policies placed on the Council Workshops Channel;

(b) Provide feedback to Shire Officers within **3-days** of being notified.

(c) Be able to defer documents or policies to another Council Meeting at the Council Workshop.