CORPORATE DOCUMENT DEVELOPMENT POLICY

Legislation / local law requirements	Section 2.7 of the *Local Government Act 1995*
Relevant delegations	Nil
Related policy procedures and documents	Local Government Decision Making Hierarchy – D20/148390 Register and Review Plan – D20/126085 & D21/3270 Development and Review Procedure – D20/84189 Development and Review Guidelines – D20/84086 Policy Template – D20/84083 Procedure Template – D20/84084 Community and Stakeholder Engagement Policy

PURPOSE

To provide guidance on the development and review of the City's strategies, policies and action plans (**Corporate Documents**) to achieve transparent and consistent decision making which aligns with the City's objectives, strategic priorities and legislative requirements.

OBJECTIVES

To:

- identify the hierarchy of governing documents that drive the delivery of the community's long-term vision as set out in the City's Strategic Community Plan (**SCP**);
- align the City's Corporate Documents with the priorities of the SCP; and
- guide Council and Administration on the development, consultation requirements, implementation, review, amendment and repeal of Corporate Documents.

SCOPE

This policy applies to the development and review of Corporate Documents including policies, strategies, and action plans.

DEFINITIONS

Corporate Document: Documents that guide the City's strategic direction, operations and decision-making processes, including policies, strategies, action plans, and other governance or planning documents developed to align with the priorities set out in the City's Strategic Community Plan.

Early Consultation: The process of engaging Council Members and relevant stakeholders at the initial stages of developing or amending a Corporate Document. Early consultation provides an opportunity to present objectives, preliminary ideas, or proposed changes, ensuring alignment with the City's strategic priorities and enabling feedback to shape the direction of the document prior to formal drafting or community engagement.

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Community Engagement: The process of consulting with stakeholders, including residents, businesses, and other interested parties, to inform, involve, or collaborate on the development or review of Corporate Documents. Engagement is conducted in accordance with the Community and Stakeholder Engagement Policy.

Complex Amendments: Substantial changes that alter a Corporate Document's objectives, purpose, or have a significant impact on the community. These amendments typically require extensive consultation to ensure the proposed changes are communicated effectively and allow for meaningful community input.

Standard Amendments: Modifications to specific provisions within a Corporate Document that do not fundamentally alter its objectives but may adjust its implementation. Consultation requirements for these amendments are tailored based on their potential impact and are undertaken in accordance with the Community and Stakeholder Engagement Policy.

Administrative Amendments: Non-substantive amendments that do not affect the intent, purpose, or application of a strategic document. These include:

- Grammatical and formatting corrections.
- Updates to titles, organisational structures, or position names.
- Adjustments to reflect changes in legislation or regulatory references.

Amendment Categories: The classification of proposed changes to Corporate Documents as Complex, Standard, or Administrative, which informs the level of consultation required and ensures resources are allocated proportionally based on the impact and significance of the changes.

Council Member: a person who is currently serving a term of office as an elected member of the Council in accordance with the *Local Government Act 1995*.

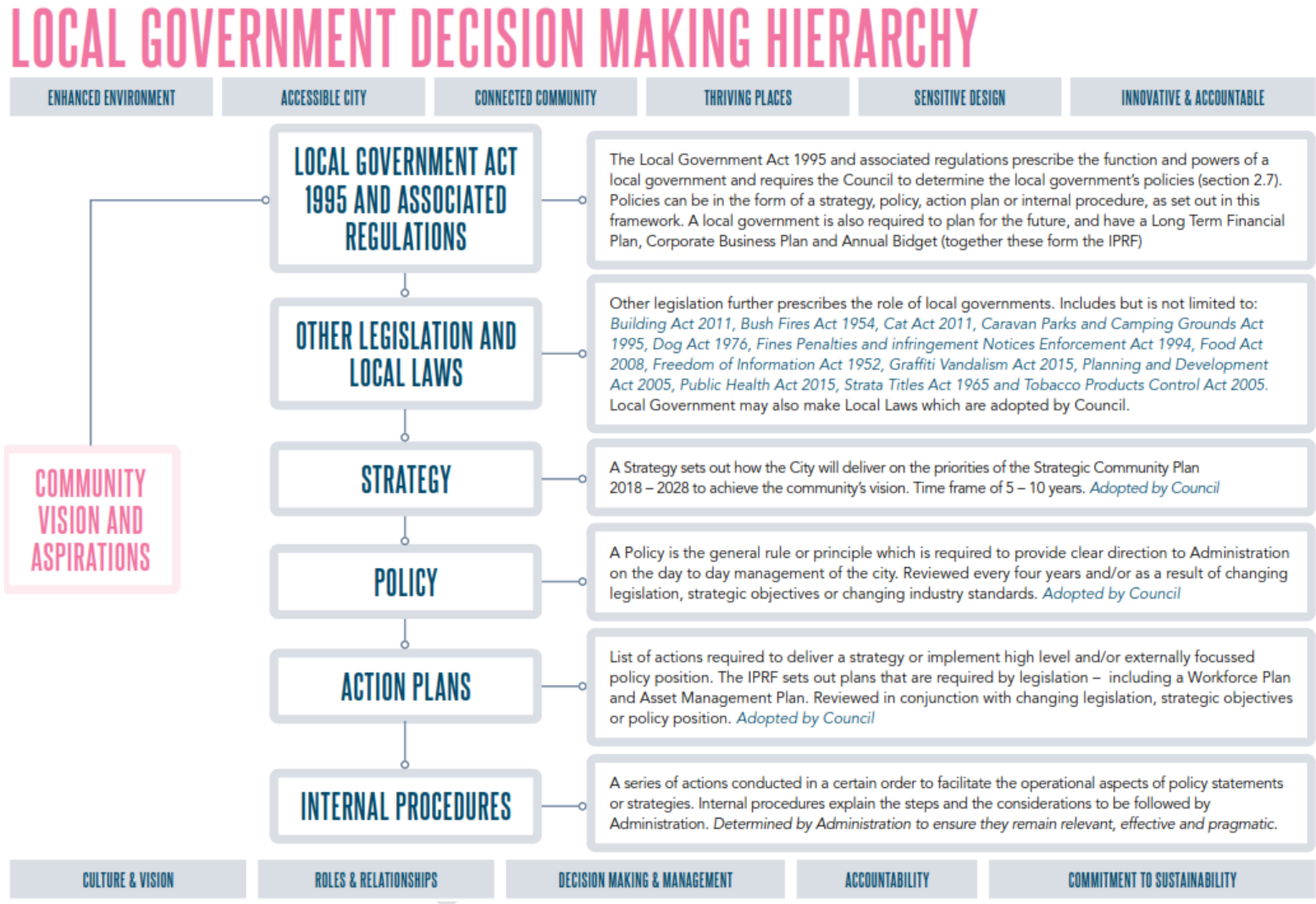
LOCAL GOVERNMENT DECISION MAKING HIERARCHY

The below hierarchy of documents drives the delivery of the City's long-term vision, as set out in the SCP. It also establishes the process by which each Corporate Document is developed and reviewed in consultation with Council and the community.

CORPORATE DOCUMENT DEVELOPMENT POLICY

CITY OF VINCENT

Local Government Decision Making Hierarchy



CORPORATE DOCUMENT DEVELOPMENT POLICY

POLICY

1. Objective and Agenda Setting

1.1 the development of a Corporate Document is required to establish the City's objective or agenda on an issue or to provide further guidance in respect to a legislative requirement. The following may result in the requirement for the City to form and document an objective or agenda position through a Corporate Document:

- a legislative requirement;
- new or changing industry standards;
- to meet the City's strategic objectives;
- there is a community need or expectation; or
- as a result of a Council resolution.

1.2 documenting the City's objective or agenda should result in:

- clarity and consistency in decision making;
- improved efficiency and effectiveness; or
- improved customer and community outcomes.

1.3 objective and agenda setting must occur in consultation with Council Members. Council Members will be provided with the following information:

- a draft objective for the Corporate Document;
- the requirement for a documented City position (including evidence of a community need or legislative requirement);
- how the objectives align with the SCP;
- examples of current / best practice;
- proposed level of community engagement required;
- an evaluation of the effectiveness of any existing relevant Corporate Document;
- an assessment of where the proposed document sits within the local government decision making hierarchy;
- the proposed review timeframe and expiry period, if applicable; and
- any financial impacts arising from the proposed Corporate Document, including any impact on the adopted budget or the City's Long-Term Financial Plan; and
- where amendments are proposed the relevant amendment category will be summarised in the title field of the early consultation materials

2. Corporate Document hierarchy

2.1 depending on the nature of the objective or agenda, it may be appropriate to prepare one or more Corporate Documents;

2.2 the purpose of a strategy is to set out at a high level how the City will deliver on the long-term priorities of the SCP to achieve the community's vision;

2.3 the purpose of a policy is to provide a general rule or principle to guide Administration and the community on the City's decision making and advocacy;

2.4 the purpose of an action plan is to set the pathway or process to deliver a strategy or implement high level and/or externally focused policy positions; and

2.5 Corporate Documents must align with one or more objectives in the SCP.

CORPORATE DOCUMENT DEVELOPMENT POLICY

3. Content of Corporate Document

Corporate Document should be:

3.1 consistent with the City's strategic priorities, values, and risk appetite and tolerance;
3.2 compliant with relevant legislation and any State policies and schemes;
3.3 consistent with the City's Writing Style Guide; and
3.4 written in plain English and convey clear and concise direction.

4. Consultation

4.1 the formation of an objective or agenda position is to occur in consultation with Council Members, as specified in clause 1.3
4.2 following objective or agenda setting the development of a Corporate Document will incorporate consultation with relevant statutory and regulatory agencies and any other key stakeholders (including preliminary community engagement if required) that may be impacted by the proposed Corporate Documents;
4.3 draft Corporate Documents will then be presented to Council for approval and authorisation to commence community consultation. All proposed changes, other than those covered by clause 5.8, will be advertised in accordance with, but not limited to, the requirements of the City's Community Engagement Policy and guided by the following amendment classifications;

- **Complex Amendments** - Broad public engagement will be required, aligned with the Community and Stakeholder Engagement Policy, to ensure significant changes are thoroughly communicated and reviewed.
- **Standard Amendments** - Will be advertised for a minimum of 21 days in accordance with the Community and Stakeholder Engagement Policy. Consultation methods will be tailored based on the potential impact of the amendments, with recommendations presented to Council for determination.

4.4 a summary of submissions received and Administrations response to submissions will be presented to Council along with a recommendation that the Corporate Document is either adopted as originally presented, or adopted with amendments based on the submissions received;
4.5 if no submissions are received a report is prepared for Council advising this, and recommending that the Corporate Document is adopted; and
4.6 once adopted all Corporate Documents are to be included in the City's Local Government Hierarchy, recorded in the City's Corporate Document Register and Review Plan.

5. Review

5.1 Policies are to be reviewed at least every four years, or more frequently as specified in the document (and reflected in the Corporate Document Register and Review Plan);
5.2 Strategies and Action Plans are to be reviewed at the end of their adopted lifespan. This review may include a close-out report measuring the success and outcomes of the strategy or plan;
5.3 the Corporate Document review process includes a review of where the document sits in the Local Government Hierarchy;
5.4 the City's Corporate Document Register and Review Plan is to be reviewed annually by Administration, with a report presented to Council at the outcome of the annual review;
5.5 the outcome of each Corporate Document review is to be presented to Councillors for review and comment. This includes a review which results in no recommended change to the document content or position in the local government hierarchy;

5.6 the outcome of each review is to be noted in the Corporate Document and recorded in the City's Corporate Document Register and Review Plan;
5.7 Complex or standard amendments, require the approval of Council in the same manner as a new Corporate Document would which includes community consultation in accordance with clauses 4.1 to 4.6;
5.8 Administrative amendments do not require the approval of Council or community consultation; and
5.9 Council approval of the repeal of a Corporate Document is required.

OFFICE USE ONLY	
Responsible Officer	Executive Manager Corporate Strategy and Governance.
Initial Council adoption	DATE: 15/12/2020, REF# ITEM 12.2
Reviewed / Amended	DATE: 08/04/2025, REF#: ITEM 12.1 DATE: 17/06/2025, REF#: TYPOGRAPHICAL ERROR CORRECTED, CLAUSE 4.3
Next Review Date	DATE: 08/04/2029,