

## 1.18 Corporate Document Policy & Guideline

Policy Owner	Executive Director Corporate & Commercial Services
Responsible Officer	Manager Governance & Risk
Date of Approval	01/07/2025
Amended/Revised	03/07/2025

### Objective

To ensure corporate documents are relevant, uniform, accessible, and user-friendly, supporting the achievement of the City’s strategic goals and objectives while reducing organisational risk.

### Scope

This policy and guideline apply to the development, review, and approval of all corporate documents, including strategies, business plans, policies, and procedures. It does not extend to statutory documents governed by prescribed legislative requirements and statutory processes.

### Policy Statement

Corporate documents guide the City’s practice and support the achievement of quality outcomes. All documents must be developed and reviewed consistently with legislative requirements and recognise their enabling corporate strategic objective and revenue source.

### Requirements:

- **Format and Language:** All documents must be presented in a common format using the provided template and written concisely in plain, understandable language.
- **Review and Endorsement:** Documents must 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.

### Workflow Document Approval Workflow

#### 1. Planning:

- Identify the need for a new or amended corporate document.
- Obtain approval from the **Document Owner**.
- Appoint a **Responsible Officer**.

#### 2. Consultation and Drafting:

- Consult with relevant stakeholders, including executives, elected members, community groups, and government departments.
- Draft the document using the appropriate template.

#### 3. Final Document Check:

- The **Document Owner** performs a final check to ensure format requirements, functional integrity, and legibility.

#### 4. Submission and Compliance Check:

- Submit the document to the **Corporate Document Custodian** for compliance and formatting checks.

**5. Authorisation:**

- The document is authorised by the Council, CEO, or Executive Management Team (EMT) as required.

**6. Publication and Implementation:**

- Publish the authorised document on the City’s website.
- Inform staff of any changes to corporate documents.

**7. Review:**

- Initiate a review of corporate documents every three years or earlier if necessary.
- Significant amendments requiring authorisation go through the approval process again.

**Review Timetable**

Document Type	Review Frequency
<b>Policies</b>	Reviewed annually or earlier if appropriate
<b>Strategies</b>	Reviewed every three years or earlier if appropriate
<b>Guidelines &amp; Procedures</b>	Reviewed every two years or earlier if appropriate
<b>Plans</b>	Reviewed annually or earlier if appropriate

**Assigned Roles & Responsibilities**

**1. Document Owner:**

- The **Document Owner** is the individual or role responsible for the overall management and oversight of a corporate document.
- **Responsibilities:**
  - Identifying the need for a new or amended corporate document.
  - Approving the initiation of the document development process.
  - Performing a final check to ensure format requirements, functional integrity, and legibility.
  - Ensuring the document is reviewed and updated as required.

**2. Responsible Officer:**

- The **Responsible Officer** is the individual or role tasked with the day-to-day management and implementation of the corporate document.
- **Responsibilities:**
  - Managing the development and drafting of the document in consultation with relevant stakeholders.
  - Ensuring the document complies with legislative and organisational requirements.
  - Coordinating the review and endorsement process.
  - Implementing the document and ensuring staff are informed of any changes.

**3. Corporate Document Custodian:**

- The **Corporate Document Custodian** is the individual or role responsible for maintaining the integrity and accessibility of corporate documents.
- **Responsibilities:**
  - Conducting compliance and formatting checks on submitted documents.

- Ensuring documents are stored and published appropriately.
- Managing the document review schedule and ensuring timely reviews.
- Providing support and guidance on document management practices.

### Legislative and Strategic Context

This policy relates directly to the following elements of the Strategic Community Plan 2032:

- **Pillar:** Leadership. A well-governed city that uses resources wisely to meet local needs [\[1\]](#).

### Local Government Act 1995:

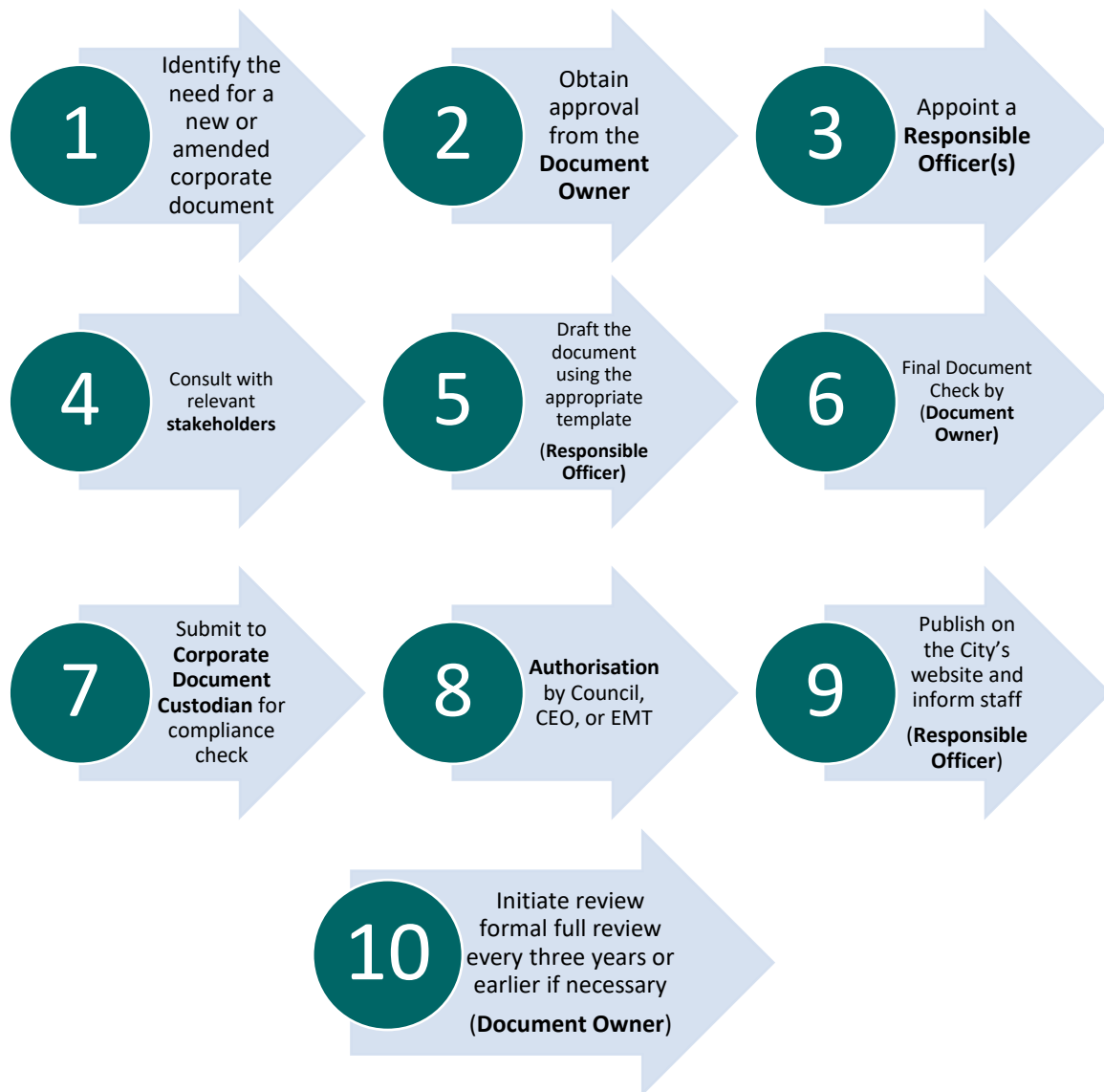
- **Section 2.7:** Role of council – governs the local government’s affairs and is responsible for the performance of the local government’s functions.
- **Section 5.41:** Functions of CEO – advises the council, ensures implementation of council decisions, manages day-to-day operations, and ensures proper record-keeping.

Authority	Approval		
<b>Council</b>	<b>Strategy</b> <i>(Community Plans, Corporate, Business Plans, Master Plans)</i>	<b>Council Policy</b>	<b>Council Delegations</b>
<b>Executive</b> <i>(CEO and Executive Management Team)</i>	<b>Plans</b> <i>(Directorate Business Plans &amp; Business Cases)</i>	<b>Admin Policy</b>	<b>Sub-delegations</b> <b>CEO Delegations</b>
<b>Directors</b>		<b>Guidelines</b>	<b>Authorisations</b> <i>(subject to conditions)</i>
<b>Managers</b>		<b>Procedures</b>	

### Definitions

- **Business Plan:** A detailed plan outlining the operational and financial objectives of a business, including strategies for achieving them.
- **Delegation:** A delegation is the process by which an individual or body with authority (such as a council, CEO, or executive management team) assigns specific powers or responsibilities to another individual or body. This allows the delegate to act on behalf of the delegator within the scope of the delegated authority.
- **Guideline:** A recommended practice that provides advice on how to achieve compliance with policies and procedures
- **Masterplan:** A document that visually represents the vision and strategy of an area or precinct.
- **Plan:** A proposal for achieving specific goals and objectives, often including timelines, resources, and performance measures.
- **Policy:** A statement of intent and principles that guide decision-making and actions within the organisation.
- **Procedure:** A series of steps or actions that must be followed to achieve a specific outcome or comply with a policy.
- **Strategy:** A high-level plan designed to achieve long-term goals and objectives.

## Attachment 1 – Document Review & Approval Flow Chart



## Attachment 2 – Difference Between Policy, Guidelines, and Procedures

- **Policy:**
  - **Definition:** A statement of intent and principles that guide decision-making and actions within the organisation.
  - **Nature:** Mandatory. Policies are binding and must be followed by all members of the organisation.
- **Procedure:**
  - **Definition:** A series of steps or actions that must be followed to achieve a specific outcome or comply with a policy.
  - **Nature:** Mandatory. Procedures are binding and must be followed to ensure compliance with policies.
- **Guideline:**
  - **Definition:** A recommended practice that provides advice on how to achieve compliance with policies and procedures.
  - **Nature:** Voluntary. Guidelines offer advice and best practices but are not mandatory.