



EMP-SC-001 | Integrated Planning and Primary Document Policy

Strategic Context

Strategic Link	Policy Objective
✓ United ✓ Safe & Healthy ✓ Beautiful & Respected ✓ Prosperous & Equitable	Provide effective governance, stewardship and organisational leadership to support sustainable service delivery and community outcomes. The Integrated Planning Framework (IPF) ensures alignment between the Shire of Halls Creek long-term community aspirations, Council priorities, operational delivery, financial sustainability, asset management, workforce planning and performance reporting.

Purpose

1. The purpose of this policy is to formally establish the Integrated Planning and Reporting Framework as the primary strategic governance framework of the Shire of Halls Creek (Shire).
2. This policy provides a structured and transparent framework to guide Council decision-making, organisational planning, financial sustainability, asset management, risk management and performance reporting across the Shire.

Policy Scope

3. This policy applies to all operations, functions, and decision-making activities of the Shire, including Council, Committees, the Chief Executive Officer, and all employees.

Policy Statement

4. The Shire adopts and applies an Integrated Planning and Reporting Framework that ensures strategic, financial, asset, workforce, risk and operational planning are aligned, evidence-based, sustainable and transparent.
5. All primary strategic and planning documents of the Shire must be developed, implemented and reported in accordance with this framework to ensure compliance with legislative requirements and sound governance principles.
6. In accordance with the *Local Government Act 1995* (as amended), Council is responsible for governance, strategy, policy, budget approval and oversight only.
7. Elected Members must not direct, influence or participate in the development, management, prioritisation or implementation of operational plans, service plans, departmental plans, workforce arrangements, asset management activities or internal controls, which are the responsibility of the Chief Executive Officer.



Audit, Risk and Improvement Committee

8. The Audit, Risk and Improvement Committee provides independent assurance to Council on the effectiveness of the Integrated Planning and Reporting Framework, including financial sustainability, risk management, compliance and performance reporting. The Audit, Risk and Improvement Committee does not direct operational activities.

Principles Underpinning the Policy

Principle Name	Principle Definition
Strategic Alignment	All planning documents must align with the Strategic Community Plan and each other.
Legislative Compliance	Planning and reporting must meet statutory obligations under applicable legislation.
Financial Sustainability	Decisions must be supported by long-term financial and asset planning.
Transparency and Accountability	Planning and reporting must be clear, auditable, and publicly accountable.
Evidence-Based Decision Making	Decisions must be informed by data, risk assessment, and performance information.

Definitions

Term	Meaning
Council	Means the governing body of the Shire of Halls Creek, comprising all elected members acting collectively in a formally convened meeting and making decisions in accordance with the <i>Local Government Act 1995</i> .
Elected Members/Councillors	Means individuals elected to the Council of the Shire of Halls Creek in accordance with the <i>Local Government Act 1995</i> .
CEO	The Chief Executive Officer of the Shire of Halls Creek.
Integrated Planning and Reporting Framework	The structured framework linking strategic, financial, asset, workforce, risk and operational planning and reporting documents
Strategic Community Plan	The strategic community plan outlines community long term (10+ years) vision, values, aspirations and priorities, with reference to other local government plans, information and resourcing capabilities.
Corporate Business Plan (CBP)	The Corporate Business Plan is an internal business planning tool that translates Council-adopted priorities into a rolling four-year program of actions and services within available resources.
Informing Strategies	Informing Strategies (particularly Financial, Asset Management and Workforce) inform the local government of how capable it is to deliver the services and assets required by the community.



ICT Strategic Framework	The way information is managed, including the technology used to support it, is central to local government business practices.
Elected Member Policies	Means Council-adopted policies that regulate the conduct, roles, responsibilities and governance obligations of Elected Members.

Policy Details

9. Integrated Planning and Reporting Framework

9.1 The Shire's Integrated Planning and Reporting Framework is illustrated in Appendix 1 and consists of the core documents outlined below.

Action Number	Action Name	Description
1.	Strategic Community Plan	a. The Strategic Community Plan establishes the long-term (minimum 10-year) vision, aspirations and strategic objectives for the Shire of Halls Creek community. b. The Strategic Community Plan is developed in consultation with the community and is reviewed at least every four (4) years following local government elections. c. Adopted by Council.
2.	Corporate Business Plan	a. The Corporate Business Plan translates the Strategic Community Plan into a rolling four (4) year program of priority actions, projects and services. b. The Corporate Business Plan is reviewed annually to ensure alignment with available resources, emerging risks and Council priorities. c. Adopted by Council.
3.	Long-Term Financial Plan	a. The Long-Term Financial Plan supports delivery of the Strategic Community Plan and Corporate Business Plan by forecasting the Shire's financial position over a minimum ten (10) year period. b. The Long-Term Financial Plan considers operating and capital expenditure, asset renewal, rating strategies, fees and charges, borrowings, reserves and financial sustainability indicators. c. The Long-Term Financial Plan is reviewed annually. d. Adopted by Council.
4.	Workforce Plan	a. The Workforce Plan identifies the workforce capability, capacity and structure required to deliver the Shire's services and strategic objectives.



		b. The Workforce Plan informs, and is informed by, the Corporate Business Plan and Long-Term Financial Plan and operates on a rolling four (4) year cycle. c. Council's role is oversight only (ownership rests with the CEO).
5.	Asset Management Plans	a. Asset Management Plans guide the sustainable management, renewal, upgrade and expansion of the Shire's assets. b. These plans inform capital works programs and the Long-Term Financial Plan and support risk-based asset decision-making. c. Council's role is oversight only (ownership rests with the CEO)
6.	Other Informing Strategies and Plans	a. The Shire may develop additional strategies and plans to support decision-making and priority setting, including but not limited to: i. Risk Management Framework ii. Information and Communications Technology (ICT) Strategy iii. Advocacy and Economic Development Strategies iv. Community, Cultural and Place-Based Plans v. Environmental and Sustainability Strategies b. Council's role is oversight only (ownership rests with the CEO).
7.	Annual Budget	a. The Annual Budget sets the operational and capital expenditure for the financial year and is adopted by Council in accordance with statutory requirements. b. Adopted by Council in accordance with statutory requirements.
8.	Elected Members Policies	a. Elected Member Policies set the standards of conduct, roles and governance obligations of Elected Members. b. Elected Member Policies must align with legislative requirements and the Integrated Planning and Reporting Framework. c. Elected Member Policies do not regulate operational or administrative decision-making; implementation of such policies is the responsibility of the Chief Executive Officer. d. Adopted, amended and rescinded by Council.
9.	Reporting	Reporting under the Integrated Planning and Reporting Framework includes: a. All reports presented to Council must identify alignment with the Strategic Community Plan, Corporate Business Plan and the Integrated Planning and Reporting Framework. b. Performance Reporting Council will be provided with periodic performance reports through the Audit, Risk and Improvement Committee.



- c. Annual Report
The Annual Report outlines the Shire's achievements and performance against Council priorities and includes the audited Annual Financial Statements.
- d. Council's role is oversight only (ownership rests with the CEO).

Accountability

10. The Chief Executive Officer is responsible for establishing, maintaining and continuously improving practices and processes supporting effective integrated planning and reporting.

Related Documentation / Legislation

Legislation	Shire of Halls Creek Documentation
<i>a. Local Government Act 1995</i> <i>b. Local Government Amendment Act 2024</i> <i>c. Local Government (Administration) Regulations 1996</i> <i>d. Local Government (Audit) Regulations 1996</i>	a. EMP-INF-004 Asset Management Policy b. EMP-RISK-001 Risk Management Policy c. EMP-RISK-006 Policy Management Policy

Policy Review

11. This policy will be reviewed every four (4) years from the date of endorsement, or earlier in the event of legislative change, audit findings or a resolution of Council.

Document Control

Relevant delegations	Nil		
Risk Evaluation	Moderate		
Council adoption	23 July 2026	Resolution	2026/075
Next review due	July 2030		



APPENDIX 1.

