

Prioritisation

1. Purpose

The purpose of this policy is to ensure Council is able to make informed and prudent investment decisions about new initiatives and projects.

2. Scope

This policy applies to the whole of Council, excluding Alwyndor.

3. Roles and Responsibilities

Council	Adoption of the Prioritisation Policy, making investment decisions as part of the Annual Business Planning process, putting forward proposals for assessment
Audit and Risk Committee	Reviewing the Prioritisation Framework and Manual once per Council term to confirm strategic alignment
Senior Leadership Team (SLT)	Adopting the Prioritisation Framework and Manual
Project Oversight Committee	Assessing potential projects through the objective measures outlined in the Prioritisation Framework and Manual
Employees	Participation in the analysis and scoping of potential initiatives, in accordance with the Prioritisation Framework and Manual and Project Management Framework
Strategy and Governance Team	Responsible for: <ul style="list-style-type: none"> - maintaining the Prioritisation Framework and Manual - supporting compliance with the Prioritisation Framework and Manual - facilitating the Annual Business Planning process - Executive Officer support to the Project Oversight Committee

4. Policy Statement

- 4.1 The City of Holdfast Bay administers millions of dollars on behalf of ratepayers every year. To meet community expectations, and ensure prudent financial management, activities must be objectively prioritised, properly planned, effectively executed and transparently reported on.
- 4.2 A Prioritisation Framework and Manual will be developed and maintained on Council's behalf by Administration to guide the investigation, development and analysis of potential initiatives, so that evidence-based recommendations about investment decisions can be made to Council. This document may be updated from time to time as best practice changes, or as lessons from implementation need to be applied. Updates must be approved by the Senior Leadership Team.

- 4.3 Once in every Council term, the Audit and Risk Committee will review the Prioritisation Framework and Manual to provide assurance that the objective parameters and the values reflected in option assessment criteria are valid and current.
- 4.4 The Prioritisation Framework must ensure that all new activities and potential projects commence with a confirmation of need and that investment decisions are staged, to enable proper scoping and objective prioritisation.
- 4.5 Prioritisation must occur both during the analysis of options (to ensure Council is informed about options explored and the rationale for recommendations made) and as part of assessing the overall project pipeline (to ensure Council can make informed investment decisions about how to best use available resources).
- 4.6 Project scoping, planning, analysis and evaluation for prioritisation may be undertaken at any time (i.e., as problems and opportunities are identified or initiatives are proposed), however, except in cases of emergency, investment decisions will be limited to being made as part of the annual business planning process. This will ensure both financial and staffing resources are available to deliver on investment decisions.
- 4.7 Proposals for activities should be framed according to the following steps:
- an investigation to confirm the need
 - if a need is confirmed, approval of a budget to undertake investigations to inform preliminary scoping
 - preliminary assessment of priority by the Project Oversight Committee
 - approval of budget for further investigations/concept design if priority is high (as part of Annual Business Planning processing year X)
 - development of full business case to confirm scope
 - approval of project budget (as part of Annual Business Planning process year X + 1)
 - detailed planning
 - delivery
 - handover and maintenance
 - applying lessons learned/continuous improvement.

5. Definitions

Key term or acronym	Definition
Administration	Staff, processes and systems that make up the organisation which delivers services to the community under the guidance of Council
Council	The elected body
New Initiative	A possible project or service proposed

6. Administration Use Only

Reference Number:	4765660
Strategic Alignment:	This policy supports the delivery of the Strategic Plan by ensuring projects are appropriately assessed and scoped to ensure strategic alignment, and prioritised to ensure Council's stated policy positions and commitments are met

Strategic Risk:	This policy mitigates strategic risks by enabling prudent financial management and by providing an objective and transparent way of assessing the many possible activities Council could invest in, through evidence-based recommendations
Responsible Officer(s):	Manager Strategy and Governance
First Issued / Approved:	12/12/23
Minutes Date and Council Resolution Number:	12/12/23, C121223/7640
Last Reviewed:	
Next Review Date:	12/12/27
Applicable Legislation:	<i>Local Government Act 1999</i>
Related Policies:	
Other Reference Documents:	Prioritisation Framework and Manual