ORDER OF AUSTRALIA ASSOCIATION

POLICY AND PROCEDURES POLICY

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Drafter	M. Crane
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Document ownership	Association Policy Officer

Table of Revisions

Version	Date	Reason for Modification	Person Responsible
1.0	Jun 18	First draft	M.Crane
1.1	Jul 19	Periodic review	M.Crane

Authorisation

P.L. MORRALL AM, CSC
National Secretary

1.   Introduction

1.1   Overview

Along with its Constitution and By-Laws, the Order of Australia Association needs a set of policies and procedures to help guide the Board, staff, Branches, Regional Groups and individual members in their decision-making and conduct.

- Policies set out the broad principles for the Association's operations; procedures provide mechanisms for putting policies into effect.
- Agreed policies and procedures enable a focus on the substance of issues rather than process.

Policy and procedure documents should be based on a standard template to provide a uniform look and feel and promote ease of use, and are to be gathered together as a "policy manual" on the Association's website.

1.2   Purpose

The purpose of this document is to:

- articulate the Association's policy on policy and procedures;
- describe the procedure for taking policies and procedures from their first draft through to implementation; and
- prescribe a standard template for all policy and procedures documents.

1.2   Applicability

The policy and procedures outlined in this document apply to all policies and procedures developed for the Order of Australia Association.

1.3   Legislative/Regulatory Requirements

There are no legislative or regulatory requirements that prescribe a policy on policy and procedures, but many sources in the not-for-profit sector literature recommend such a policy as a matter of good governance.

1.4   Approach

The Board will be mindful that circumstances differ across the states and territories of Australia and that what works in one Branch or Region may not work in another. Accordingly, the Board will prescribe only those policies and procedures that are necessary for the good governance of the Association, leaving discretion in other matters for Branches and Regional Groups wherever possible.

2.   Policy

The Order of Australia Association will establish and maintain policies to set out the broad principles for its operations and procedures to provide mechanisms for putting its policies into effect.

Policies and procedures are subordinate to the Association's Constitution and By-Laws and must be consistent with them.

The Board will decide the required scope of policies and procedures.

Policies and procedures are applicable throughout the Association and are binding on the Board, staff, Branches, Regional Groups and individual members.

The Association's policies and procedures are to be made available for perusal by members, regulators and the public.

3.   Responsibilities

The Board is responsible for ensuring that an appropriate suite of policies and procedures is in place and regularly reviewed, and appropriate compliance.

The board shall nominate a Policy Officer to be responsible for:

- providing policy development advice to the Board;
- ensuring that a proper process is in place for the development, consultation, acceptance, recording, and promulgation of policies and procedures;
- ensuring that the suite of policies and procedures prescribed by the board is in place; and
- monitoring and reporting on compliance.

The Board will delegate responsibility for specific policies and procedures to either Board Committees or individual Board members.

4.   Procedures

When the Board or a Board Committee identifies the need for a new policy or procedure, or revision of an existing policy or procedure, the Board will identify an author or authors.

The author/s will consult with stakeholders and (if required) relevant subject matter experts. Consultation may take the form of informal conversations or email exchanges, surveys, formal meetings, workshops or any other method considered appropriate by the author/s.

The draft policy or procedure will be circulated to stakeholders for comment.

The author/s will consider any feedback received and, if necessary, produce and circulate further drafts. A final draft will be presented to the Board accompanied by notes on any feedback that was unable to be incorporated.

The Board will accept the draft policy or procedure, defer it, reject it, return it to the authors for amendment, or assign revision to another author/s.

The Board will ensure that, in development of a policy document, sufficient time is given for appropriate consultation and full deliberation by the Board.

All policy documents will adhere to a standard policy template (on which this document is based) in order to provide the same look and feel and promote ease of use.

The standard policy template includes the following headings:

Heading	Remarks
Policy Name	A few words that describe the subject matter of the policy
Policy Identifier	A unique identifier comprising a letter (to indicate the type of policy) and a number (to indicate the policy's place in the series of policies of its type). The policy identifier is referred to in the contents page of the Policy Manual.
Version Number	Following acceptance by the board, the policy shall be added to the Policy Manual as Version 1.0. Subsequent versions shall be numbered according to the whether they involve minor (eg Version 1.1) or major (eg Version 2.0) revision.
Drafter	The person or group of people that drafted the policy. Consideration should be given to contacting the drafter as part of any subsequent revision of the policy in order to ensure understanding of original intent.
Approved by Committee on	The date that any relevant Board Committee approved the draft policy.
Approved by board on	The date that the Board approved the policy.
Scheduled review date	The date set by the Board for review of the policy. If left blank, the policy is to be reviewed every two years. The Board may determine that a policy is to be reviewed at any time, should the need arise. Reviews must follow the same development process as new policy proposals.
Document ownership	The Board Committee or person that is responsible for the policy document.
Table of revisions	A summary of the history of the policy document, including version identifiers, dates of and reasons for modifications, and persons responsible.
Authorisation	Certifies that the policy has been through all necessary procedures and is in effect. The National Secretary will normally be the Authorising Officer.
Introduction	Context for the policy. It includes an overview of why the policy exists, the purpose of the document, its applicability, and any legislative or regulatory requirements. It may include other matters as required.

Policy	The actual content of the policy, the position held by the Association on the topic. It may include sub-headings, depending on the complexity of the policy matter.
Responsibilities	Identifies who is responsible for implementing and monitoring relevant aspects of the policy.
Procedures	How the policy is to be implemented on a day-to-day basis. It may include sub-headings, depending on the complexity of the procedures.
Related documents	Identifies any other documents that are relevant or important to the policy. While all written material in the Association is related in one way or another, there will often be particular documents that should be read in conjunction with the policy. Examples may include legislation, regulations, relevant sections of the Constitution or By-Laws, and other policies. Not all policy documents will have related documents.

Once policies have been agreed by the Board, they are to be endorsed as authorised by the National Secretary, and published on the Association's website. The National Secretary should also advise the directors and Branch chairman as each policy is published.

5.   Related Documents

- All policies