



# THE ORDER OF AUSTRALIA ASSOCIATION LTD

## G1 POLICY DEVOPMENT POLICY

<b>Policy identifier</b>	G1 Policy and Procedure Development Policy
<b>Drafter</b>	National Secretary
<b>Approved by A &amp; R Committee on</b>	June 2019
<b>Approved by Board on</b>	June 2019
<b>Scheduled review date</b>	June 2023
<b>Document ownership</b>	Executive Committee

### Version Control

<b>Version</b>	<b>Date</b>	<b>Comments</b>	<b>Next Review</b>
1	June 2018	Initial	
2	February 2023	Re-formatted	June 2023
3	June 2023	Re-write of the Policy	June 2026
4	October 2023	Approved by the Board	October 2026

## 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, Association Contractors and individual members in their decision-making and conduct. Policies set out the broad principles for the Association's operations; and Procedures set out the operational aspects of the respective Policy.

in some cases the Policy and Procedure are in one document particularly when the subject matter is no lengthy. This document is an example.

### 1.2 Purpose

The purpose of this document is to:

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

### 1.3 Applicability

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

## **1.4 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.

## **1.5 Approach**

The Board is 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 that are necessary for the good governance of the Association, leaving discretion in other matters for Branches and Regional Groups wherever possible.

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

The Board, on advice of the Executive Committee, 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.

All Association's Policies are on the Association website. Procedures are available upon request to the National [Secretary-natsec@theorderofaustralia.asn.au](mailto:Secretary-natsec@theorderofaustralia.asn.au).

Where Policies or Procedures are changed/updated they will be forwarded to Branches for comment in line with Clause 65.3. When the Board has approved the changed Policy/Procedure will be sent to Branches for implementation.

The Board is responsible for both ensuring that an appropriate suite of Policies and Procedures are in place and have appropriate compliance.

The Board has appointed the National Secretary as the Policy Officer responsible for:

- providing policy development advice to the Board, Executive and other Committees;
- 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 may delegate responsibility for specific Policies and Procedures to either Board Committees or individual Board members.

The Policy Officer will maintain the Policy/Procedure Register.

## **2 PROCESSES**

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 Policy Officer will identify the 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 Policy Officer will review the initial draft and refer the draft to the Audit & Risk Committee and at the same time send the draft to each Branch (in line with Constitution Clause 65) for comments. Branches have a minimum of 30 days to provide comments.

The Policy Officer will document any changes to the initial draft for consideration by the Audit & Risk Committee.

The Audit & Risk Committee will recommend the final document to the Board for receipt and adoption.

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

The Board will ensure that, in the development of a 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/procedure template includes the following headings:

<b>Heading</b>	<b>Remarks</b>
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).
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 sequentially- 2-3-4
Drafter	The person or group of people that drafted the policy and procedure
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	Unless otherwise directed (legislation, Constitution and By-laws) reviews will be conducted every three years.
Document ownership	The Board Committee or person that is responsible for the policy/procedure document.
Table of revisions	A summary of the history of the policy/procedure document, including version identifiers, dates of and reasons for modifications, and persons responsible.
Introduction	Context for the policy/procedure It includes an overview of why the policy exists, the purpose of the document, its applicability, and authority basis.
Policy or Procedure Statement	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.
Responsibility	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.
Process for Review	Described who is responsible for the review process
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.

## 5. RELATED DOCUMENTS

- All Policies and Procedures