

**Organisational
HACC Standard 3
AQTF Standard 1 & 4
Review Date June 2011**

**Policy Number: O4
Number of pages: 2
Attachments: Nil**

POLICY REGISTER

Subject: Policy Development

Primary Responsibility:

Members, Board members, staff

Policy Statement:

In order to clearly identify responsibilities and expectations within WSCF there will be a standardised documentation of decisions authority sources and organizational procedures.

Procedure

Format

All WSCF policies shall include:

- A POLICY STATEMENT which states the 'rules' or sets the parameters within which activities in that area will be conducted.
- A statement of the PROCEDURE or operational method(s) to be followed in implementing the policy. In some cases, more than one procedure may arise from one policy statement.

Development of Policy

- Policy proposals or review of policies can be initiated by staff, Board members, or members of the WSCF.
- The Executive Officer will forward draft policies to all staff and members of the Board for comment.
- After receipt of comment the Executive Officer shall table the draft policy together with staff and Board recommendations to the Board for consideration.

Adoption and Circulation of Policy

- The Executive Officer will arrange for each policy approved by the Board to be added to the Policy & Procedures Manual, with appropriate references and cross references.
- Once a policy has been approved by the Board, it should be communicated to staff, and the date of implementation of the policy will be from the date of promulgation, unless the Board has stipulated otherwise.
- Following its approval by the Board, should further examination of a policy reveal deficiencies in its substance, it will be referred to the Board for review and all staff members notified accordingly.
- All approved policies shall indicate the date of ratification as well as the review date at which time the Board shall consider any proposals for amending the document.

Recording of Policies

- All approved policies will be centrally recorded, with version number and date, in electronic and hard copy format.
- The responsibility for version control will be with the Executive Officer, who will have responsibility for taking all old versions off the electronic records and recall old hard copy versions.
- New and amended policies shall be advertised to all staff and be included in the electronically available information of the computer network. Key issues and changes will be discussed at staff meetings.

Adopted by Board on: 02/06/2009

CROSS REFERENCE

- All other policies