

# POLICIES AND PROCEDURES POLICY

Policy number	001	Version	001
Drafted by	Marc Littlewood	Approved by Board on	19 <sup>th</sup> June 2016
Responsible person	Marc Littlewood	Scheduled review date	19 <sup>th</sup> June 2019

## INTRODUCTION

Whyalla FM Public Broadcasting Association needs a clear process for creating, passing, and implementing policy. Policy documents should be based on a uniform template, and policy documents should be gathered together as a policy manual.

## PURPOSE

The purpose of this policy is to:

- Lay down a template for all policies and procedures;
- outline a standard procedure for policies and procedures to be taken from their first drafts through to implementation; and to
- illustrate a typical usage of the template.

## POLICY

Fundamental decisions as to the aims, goals and mission of the organisation must be approved by the membership at a general meeting.

Policies, which are designed to serve the organisation's mission by ensuring that day-to-day decisions are informed by deliberation and consultation, must be approved by the Board..

Policies, which lay down broad principles, should be differentiated from procedures, which provide mechanisms appropriate to particular circumstances.

## AUTHORISATION

Thea Clark  
19<sup>th</sup> June 2016  
Whyalla FM Public Broadcasting Association Incorporated

**Policies** can be established or altered only by the Board: **Procedures** may be altered by the Board.

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# POLICY AND PROCEDURES PROCEDURES

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Responsible person	Marc Littlewood	Scheduled review date	19 <sup>th</sup> June 2019

## RESPONSIBILITIES

The Board shall nominate a Policy Officer to be responsible for ensuring that proper procedures for the development, consultation, acceptance, recording, and implementation of every policy are designed and adhered to.

## PROCEDURES

The Board, a sub-committee, or a general meeting will identify the need for a policy document, or for the revision of an existing policy document, and the Board will then identify an author or authors.

The author/s will consult with interested members, relevant staff, and persons knowledgeable in the area. Consultation may take the form of casual conversations, formal meetings, policy development workshops, email forums, etc.

The draft policy should be circulated to interested parties and relevant stakeholders for comment.

The author/s will consider any feedback received and will create a final draft for presentation to the Board. This should be accompanied with notes on any feedback that was unable to be incorporated, to allow consideration of other issues raised but not included.

The Board will accept the policy, defer it, reject it, return it to the authors for amendment, or assign revision to other authors.

Following acceptance by the Board the policy shall be added to the Policy Manual as Version 1. All subsequent revisions shall be numbered accordingly (e.g. Version 2, Version 3, etc).

## Policy and Procedure Format

All policy documents will adhere to a standard policy template (which this document is based on), and so will have the same “look and feel” as this document.

The format of the policy template will include the following headings:

Heading	Definition
Policy Number	Each policy document has a unique number, starting at 001. This is referred to in the contents page of the policy manual.

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Policy Name	A few unique words that describe the general subject matter of the policy.
Version Number	When a policy is being drafted, its Version Number is "000". Once passed at a GM, it becomes version "001". Following scheduled or other revisions, this number increases by one.
Drafted By	The person, group of people, subcommittee, etc., that drafted the policy. These people may be contacted prior to any future changes being made, or regarding any confusion around the original intent of the policy.
Passed by the Board on:	This is the date that the Board approved the policy.
Responsible Person:	Person or position responsible for day-to-day implementation of policy.
Scheduled review date:	The date set by the Board for review of the policy. If left blank or "n/a", the policy will be reviewed two years from the date of approval, or whenever the Board determines that a need has arisen. Reviews must follow the same development procedure as new policy proposals.
Introduction	Background information on why this policy exists.
Purpose	What this policy seeks to achieve.
Policy	The actual content of the policy; the details of the position held by the organisation on the topic. A policy document may include several sub-headings under this topic, depending on the complexity of the policy matter.
Responsibilities	Identifies who is responsible for adhering to, implementing, and monitoring relevant aspects of the policy or procedure.
Procedures	Outlines how the policy is implemented on a day-to-day basis.
Related Documents	Identifies any other documents that are relevant or important to the policy. While all written material within the organisation 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 other policies, Acts of Parliament (or sections of relevant text), the organisation's constitution (or sections of relevant text), etc. Not all policy documents will have Related Documents.
Authorisation	Certifies that the policy has been through all necessary procedures and is now in force.

## Time allocation

In the development of a policy document, sufficient time must be given for

- consultation with all appropriate persons and bodies
- full deliberation by the Board.

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## **AUTHORISATION**

Thea Clark

19<sup>th</sup> June 2016

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