

1.5 Policy and Procedure Development Policy

1. Purpose

The purpose of this policy is outline how policies and procedures are developed (or amended) and approved.

2. Responsibilities

It is the responsibility of the Centre's Board to ensure that this policy is implemented.

It is the responsibility of the Centre's Board to ensure that the procedures are implemented.

3. Principles

Good policies and procedures are essential for the Centre to function effectively, with consistent 'rules' and approaches which underpin operational management, risk minimisation and quality improvement.

4. Definitions

Policy – a statement of intent, a commitment.

Procedure - a step-by-step sequence of activities or course of action that must be followed to implement a policy.

Safe Work Method Statement (SWMS) - a set of written instructions that document a routine or repetitive activity, paying particular attention to meeting Health and Safety requirements. SWMs should provide enough detail so that someone with limited experience or knowledge of the procedure, but with a basic understanding, can successfully reproduce the procedure when unsupervised. SWMs need to be readily accessible in the work areas of those individuals actually performing the activity.

Standard Operating Procedure (SOP) – a set of written instructions that document a routine or repetitive activity. SOPs should provide enough detail so that someone with limited experience or knowledge of the procedure, but with a basic understanding, can successfully reproduce the procedure when unsupervised. SOPs need to be readily accessible in the work areas of those individuals actually performing the activity.

Policy Bank – the official repository of the Centre's current Policies, Procedures, Safe Work Procedures and Standard Operating Procedures stored in read-only format.

5. Policy

Policies are written statements that define and clarify both the broad directions and specific limitations of activities carried out by the Centre.

Procedures provide the detail (who, what, when) about how the policy will be implemented.

Policies and procedures (or changes to policy or procedure) are necessary:

- when there needs to be certainty and clarity about how people behave (e.g. working with children, email and internet policies, mobile phone use),
- when the Centre needs to ensure it can provide consistent and fair treatment and conditions for employees (e.g. recruitment processes, leave entitlements, etc.).
- when there is a need for standard guidelines/procedures for various situations (e.g. standards of conduct, travel expenditures),
- when there is a need for the Centre to comply with changed legal requirements policies and laws (e.g. health and safety requirements).

Once approved, all policies will be stored in the Policy Bank. Ready access to the Policy Bank will be provided to Board members, staff, volunteers, facilitators/tutors and Centre hirers and users.

The Community Development Officer will maintain a master list of all Policies and Procedures including superseded versions so they are available for historical data review.

6. Approvals

	Policy	Procedure
Approving Authority	Board of Management	Board of Management
Approval Date	21 st September 2017	21 st September 2017
Next Review Due	September 2018	September 2018

