

Policy Development Policy

1. Introduction

The development and implementation of policies play a crucial role in guiding the strategic direction and operational effectiveness of East Waste. A well-structured policy framework ensures that decisions are made consistently, transparently, and in alignment with the organisation's vision, objectives, and compliance requirements. This Policy Development Policy outlines the standardised approach for the creation, review, and approval of all policies and procedures.

By providing a clear and consistent template, this policy ensures that all policies are not only aligned with the overarching strategic goals but also follow a thorough process of consultation, deliberation, and approval.

2. Purpose

The purpose of this policy is to:

- provide 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.

3. Policy

Fundamental decisions as to the vision, objectives and strategies of the organisation must be approved by the Board prior to being adopted.

Policies, which are designed to serve the organisation's vision by ensuring that day-to-day decisions are informed by deliberation and consultation, must be approved by the Board. The Board may delegate to the General Manager responsibility for designing procedures to put those policies into effect.

Corporate Policies, which lay down a framework and broad principles, should be differentiated from administrative Policies and Procedures, which provide mechanisms appropriate to particular circumstances (typically more operational in nature).

4. Responsibilities

The General Manager is responsible for ensuring that proper procedures for the development, consultation, acceptance, recording, and implementation of every policy are designed and adhered to.

5. Procedures

The Board, a Committee, a general meeting, or the General Manager, will identify the need for a policy document, or for the revision of an existing policy document.

The General Manager will delegate drafting and the author(s) will consult with interested parties, 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 Audit & Risk Management Committee and following feedback and recommendation then presentation to the Board.

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 will be added to the Policy Schedule as Version 1. All subsequent revisions shall be numbered accordingly (e.g. Version 2, Version 3,)

6. Consultation

As part of the policy development/review process, appropriate consultation is essential to ensure comprehensive input and alignment with organisational needs. The extent of consultation will vary depending on the subject matter of the policy but may include the following:

- Joint Consultative Committee (JCC): Engaging with employee representatives to ensure the policy reflects internal workforce concerns and considerations.
- Work Health and Safety (WHS) Committee: For policies related to workplace safety, input from the WHS Committee will be sought to ensure alignment with safety standards and best practices.
- External Subject Matter Expertise: Where applicable, external experts will be consulted to provide specialised knowledge and ensure the policy is in line with industry standards.
- Member Councils: Where relevant, input will be sought from member Councils to ensure consistency and alignment with their policies.

All consultation processes will be completed prior to the presentation of the policy to the Audit and Risk Management Committee and the Board, ensuring engagement and feedback are properly incorporated into the final draft/revised policy.

7. 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 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 “dA”. Once endorsed by the Board, it becomes version “V1.0”. 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 endorsed 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. 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 charter (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.

8. Authorisation

All adopted policies must include the following:

- Signature of the Board Chairperson.
- Signature of the General Manager.
- Date approved / adopted by the Board.

9. Legislation

- *Local Government Act 1999*
- *State Records Act 1997*

10. Related Documents

- *All East Waste Policies & procedures as documented in the Policy Review Schedule(s).*

11. Review

This Policy will be reviewed every three (3) years or in the instance of legislative change.



Signed _____
Acting General Manager

Date 26/09/24



Signed _____
Chairperson

Date 26/09/24

12. Document History

Version No:	Issue Date:	Description of Change:
dA	N/A	New Draft Policy Development Policy.
1.0	25/11/2021	New Policy Development Policy implemented
2.0	26/09/2024	Updated in new Policy Style, including minor formatting and grammatical changes. Removal of requirement for a Policy number and addition of additional information regarding consultation