

## Wheatbelt Natural Resource Management Incorporated

### Policy Development and Review Policy

<b>Policy Name:</b>	Policy Development and Review Policy
<b>Policy Number:</b>	5.1
<b>Policy Version Number:</b>	V1.1
<b>Policy Category:</b>	Records Management
<b>Contact Officer:</b>	Chief Executive Officer
<b>Date Approved by the Board of Management:</b>	18 September 2014
<b>Date of Last Review:</b>	Not Applicable
<b>Period Until Next Review:</b>	36 months from the approved date or as required
<b>Related Legislation:</b>	1. Associations Incorporation Act 1987 (Western Australia)
<b>Related WNRM Policies or Procedures:</b>	1. 5.1.1 Policy Development and Review Procedure

#### 1. Definitions

“**Policy**” means a governing document approved by the Board of Management.

“**Representatives**” means Board Directors, employees, contractors or volunteers of Wheatbelt Natural Resource Management Incorporated.

“**Wheatbelt NRM**” means Wheatbelt Natural Resource Management Incorporated.

#### 2. Overview

This Policy relates to the development, approval and administration of Policy documentation.

A Policy is a governance document that sets boundaries and standards for appropriate practices and the ethical behaviour expected of Representatives, as well as guiding partners and sponsors when dealing with Wheatbelt NRM-related business.

A Policy forms an important component of the Wheatbelt NRM's governance framework. The Audit Committee has an important role in making sure that a developed Policy complies with the standards outlined in this document.

#### 3. Policy Statements

3.1 State and Federal legislation governs and overrides any Policy provision.

- 3.2 The Board of Management will be responsible for approving a new or amended Policy.
- 3.3 Compliance to a Wheatbelt NRM Policy is mandatory, unless dispensation is given in writing by the Board of Management.
- 3.4 Failure to comply to a Policy may result in disciplinary action.
- 3.5 A Policy will be maintained as a controlled document, meaning a:
  - 3.5.1 Policy will have a unique Policy number taken from the Policy Register;
  - 3.5.2 Policy will follow the approved template format that may change from time to time;
  - 3.5.3 Policy cannot be published as a Policy unless it has been approved by the Board of Management;
  - 3.5.4 Policy that has been approved by the Board of Management will be listed on the Policy Register;
  - 3.5.5 master versions will be maintained in a secure data repository that cannot be modified without the authority of the Board of Management;
  - 3.5.6 Policy documents will have version number identification applied;
  - 3.5.7 published version of the approved Policy will be in hardcopy and signed by the Chairperson of the Board, with any previous signed versions destroyed; and
  - 3.5.8 published Policy will be made available where required to Representatives, partners and sponsors in Protected Document Form (PDF) format only, to prevent modification.
- 3.6 Each Policy will be reviewed for its relevance and comprehensiveness on a three (3)-year or needs basis.
- 3.7 A Policy can only be created through the authority of the Board of Management
- 3.8 A Policy can only be deleted and removed from the Policy Register by written authority of the Board of Management.
- 3.9 Representatives without electronic access to a Policy will have the right to view a hard-copy of the Policy by request to the Chief Executive Officer.
- 3.10 The Audit Committee is responsible for ensuring that a Policy is reviewed before submission to the Board of Management for approval, and will be responsible for maintaining each Policy.

### **Policy Register**

- 3.11 A Policy Register will be maintained that lists all current and approved Policy details.
- 3.12 The Policy Register will be the source for allocating the unique Policy identifiers.
- 3.13 The Policy Register will only be modified in accordance approvals made by the Board of Management.

#### **4. Responsible Officers**

- 4.1 The Board of Management, as part of its governance authority, is responsible for the approval and publication of this Policy, including the approval of any subsequent changes.
- 4.2 The Audit Committee is responsible for reviewing this and all Policy documents prior to Board of Management approval, and ensuring the scheduled review of this and all Policy documents.
- 4.3 The Chief Executive Officer is responsible for the operational compliance of the organisation to this Policy.

#### **5. Approval**

This Policy was approved by the Board of Management on the 18 September 2014.

Jim Sullivan  
Chairperson  
Board of Management  
Wheatbelt Natural Resource Management Incorporated