

**G - 06**

## Policy Development and Approval

### DOCUMENT CONTROL

Policy No: G-06	Approved by: OCA	Version: 3
Contact person: B. Honan	Date approved: 10 May 2012	Status: Current
Contact number: 8648 5972	Next review date: April 2013	Objective ID: A1372317

**REVISION RECORD**

<b>Date</b>	<b>Version</b>	<b>Revision description</b>
10 May 2012	3	Policy reviewed and adopted with minor amendment.
12 May 2011	2	Adopted.
April 2011	1	OCA reviewed policy.
3 August 2010	1	OCA adopted existing OACDT policies, noting a review of all policies is required.

## **1. ADOPTION**

This policy was adopted by the Outback Communities Authority (the "OCA") on 10 May 2012.

## **2. TITLE**

Policy Development and Approval.

## **3. POLICY STATEMENT**

The Outback Communities Authority (OCA) will develop and adopt policy documentation which is relevant to OCA governance responsibilities in a balanced manner consistent with the expectations of both outback community and State Government of South Australia stakeholders.

## **4. PURPOSE**

The intent of this policy is to:

- Ensure that the development and approval process of OCA policy is clearly understood;
- Provide the OCA, Office for the OCA personnel and external stakeholders with a clear and concise framework for decision making processes that are legal, transparent and accountable.

## **5. SCOPE**

This policy applies to all Members and Office for the OCA personnel.

## **6. POLICY AND ADMINISTRATIVE PROCEDURES DETAILS**

### **6.1 Policy Development**

The OCA has three main areas of policy development:

- Governance;
- Infrastructure Services;
- Community Support and Development.

All areas of OCA policy will be reviewed on an annual basis.

Where required by the Legislation and at the discretion of the OCA, community feedback will be invited on a draft policy in accordance with the OCA Community Engagement – Our Commitment policy.

The triggers for the development of new policy may include:

- changes to the external operating environment;
- changes to government policy or legislation;
- review of the strategic directions of the OCA;
- new initiatives within or across management areas;
- need for consistency across areas of service delivery.

When deciding who is responsible for the drafting of a policy, the following general rules apply:

- The framework for new OCA policies will be developed by key OCA personnel, firstly in draft format and then presented to the OCA for review.
- Once reviewed the draft policy will be tabled at a scheduled OCA meeting for final consideration and approval.
- At the discretion of the OCA, if further development of a policy is required, workshops are organised to ensure that the OCA have the opportunity to capture the necessary information.

Corporate templates that have been developed for OCA policy are to be used to ensure consistency when developing this information.

## **6.2 OCA Policy Approval**

All policies will be proposed by the General Manager of the Office for the OCA to the OCA.

## **6.3 Steps to be Taken Following the Adoption of OCA Policy**

Once OCA policy is approved, the responsible officer is required to take the following steps:

- The General Manager is responsible for ensuring that the policy is endorsed by the OCA Board and implemented in a timely manner;
- Ensure the document is clearly marked with the adoption or revision date, approving authority, responsible officer and when it is due for review;
- OCA Members are to receive updated/new policy documents on a quarterly basis;
- Ensure that the updated/new policy is available on the OCA website;
- Maintain the Policy Register located in the OCA office.

## **7. AVAILABILITY OF THE POLICY**

Members of the public may inspect a copy of the policy, without charge, at the offices of the OCA during office hours, and may obtain a copy for a fee fixed by the OCA. The policy is also available from the OCA's website: [www.oca.sa.gov.au](http://www.oca.sa.gov.au).

## **8. REVIEW OF THE POLICY**

This policy and all OCA policies will be reviewed on an annual basis.

## **9. OFFICE FOR THE OCA CONTACT PERSON**

Mrs B Honan, Business Services Manager. Telephone: (08) 8648 5972.