Healesville Community Renewable Energy Inc **Governance03 Policy and Procedure Development**			

Policy Id	Governance03	Version	02
Policy Type	Governance	Subject	Policy and Procedure Development
Approved	June 2025	Scheduled review	June 2028

1   Introduction

Healesville CoRE 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.

2   Purpose

The purpose of this policy is to:
- define a template for all policies;
- outline a standard procedure for a policy to be taken from first draft through to implementation; and
- to illustrate typical usage of the policy template.

3   Policy

3.1   Format

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

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

3.1.1   Policy Id
Each policy document has a Policy Id that shows what type of policy this is, followed by a unique 2-digit number, starting at 01 for each policy type. The type of policy can be Communication, Event, Finance, Governance, Management or Person.

3.1.2   Policy Name
2 to 3 word description of the general subject matter of the policy.

3.1.3   Version Number
When a policy is being drafted for the first time, its Version Number is "0.1". Draft revisions will increment by .1, so the first revised draft will be 0.2. Once passed at a Central Committee meeting, it becomes version "01". The Version Number of each policy revision after that will be a higher number that the previous version.

3.1.4   Approved
This is when the Central Committee approved the policy. This certifies that the policy has been through all necessary procedures and is now in force.

3.1.5   Scheduled review
The date set for review of the policy by the Central Committee. Default review is 3 years after last approval. The Central Committee can review any policy at any time.

3.2   Content

3.2.1   Introduction
Background information on why this policy exists

3.2.2 Purpose
In the context of the Introduction, what this policy seeks to achieve.

3.2.3 Policy
The actual content of the policy; this documents 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.

3.2.4 Procedure
Outlines how the policy is implemented on a day-to-day basis.

3.2.5 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 Rules (or sections of relevant text), etc. Not all policy documents will have Related Documents.

4   Procedures

4.1   Development of Policy

1. The Central Committee, a sub-committee, or a general meeting will identify the need for a policy document. The Central Committee will identify and appoint an author or authors.
2. Any proposed Policy subject must be accepted by the Central Committee as appropriate for the organisation.
3. The Central Committee will agree on suitable interested people who may contribute to the development of the Policy. These people are the Stakeholders.
4. The author or authors will consult with interested members, Stakeholders and persons knowledgeable in the area. Consultation may take the form of casual conversations, formal meetings, policy development workshops, email forums, etc., and at least brief minutes of such consultations should be kept.
5. The authors will prepare a draft Policy which they will circulate to the Stakeholders for comment.
6. The authors will consider any feedback received and will create a final draft. This should be accompanied with notes on feedback that was unable to be incorporated, to allow consideration of issues raised but not included.
7. The Stakeholders will accept the policy, defer it, reject it, return it to the authors for amendment.
8. Following acceptance by the Stakeholders, the Policy shall be tabled at a Central Committee meeting for review and approval. An approved Policy shall be added to the Policy Register with an Approved Date that certifies the policy has been through all necessary procedures and is now in force.

4.2   Review of Policy

1. Each policy should be reviewed on or before the Scheduled Review date that is listed in the policy heading. The Central Committee can decide on an earlier review date. The Central Committee will identify and appoint an author or authors for the review.
2. The Central Committee will agree on Stakeholders who may contribute to the Policy review.
3. The author or authors will consult with interested members, Stakeholders and persons knowledgeable in the area. Consultation may take the form of casual conversations, formal meetings, policy development workshops, email forums, etc., and at least brief minutes of such consultations should be kept.
4. The authors will draft a revision of the Policy which they will circulate to the Stakeholders for comment.
5. The authors will consider any feedback received and will create a final draft. This should be accompanied with notes on feedback that was unable to be incorporated, to allow consideration of issues raised but not included.
6. The Stakeholders will accept the policy, defer it, reject it, return it to the authors for amendment.
7. Following acceptance by the Stakeholders, the revised Policy shall be tabled at a Central Committee meeting for review and approval. A revised Policy shall be updated in the Policy Register with an Approved Date that certifies the policy revision has been through all necessary procedures and is now in force

5   Related Documents

None