RedR Policy Framework

1. Purpose

The objectives of the Policy Framework (the 'Framework') is to:

(a) Govern the development, establishment, amendment and review of policies to ensure relevance, authority and consistency with internal and external legislation; and

(b) Define the roles, responsibilities and authorities in relation to the development, establishment, amendment and review of policies.

2. Scope

This Framework applies to all policy developed for and on behalf of RedR Australia (hereafter refer as RedR).

3. Principles

Policy must:

(a) Be created only where there is a clear and justifiable need, with long-term application to RedR

(b) Align with RedR mission and values as well as strategic plans

(c) Be consistent with legal requirements and community expectations

(d) Apply and be binding across RedR (including Reginal Office e.g. Amman and Suva)

(e) Be developed, established, amended and reviewed in consultation with key stakeholders

(f) Assign roles and responsibilities to ensure transparency

(g) Encourage responsible process ownership

(h) Be able to be implemented within RedR resources

5. Procedures

5.1 New policy or major amendments to policy must be initiated by a policy proposal. Approvers of policy proposals must:

(a) Endorse the proposal prior to the final drafting of the policy

(b) Assess the proposal against the principles of this Framework

(c) Ensure the relevant process owner/s are notified of the endorsed proposal

5.2 A policy must:

(a) Record the policy approver and policy reviewer

(b) Drafted using the RedR policy template to guide the author on key sections and format. Typically, standardised policy sections include:

    (i)   Policy objectives

    (ii)   Scope of the application of the policy

    (iii)   Roles and responsibilities (if applicable) in the policy to ensure transparency

    (iv)   Policy statement

    (v)   Procedural principles (where applicable)

    (vi)   Definitions (where appropriate)

    (vii)   Document control

(c) Consolidate content into fewer rather than more instruments based around a broad area of RedR operations

(d) Restrict content to policy and procedural principles that form the parameters within which day-to-day operational decisions and actions are made.

5.3 Prior to a new policy or major amendment to a policy proceeding to approval:

(a) The approval pathway should be determined by the policy approver;

(b) Key stakeholders identified and consulted;

(c) Legal advice regarding compliance may be required. This should be discussed with the CEO in order to determine where advice is required.

5.4 Policy approvers are determined by the CEO. Policy approvers (in consultation with the CEO) may amend existing policy content, approve new policy or rescind policy.

5.5 New policy, major amendments to policy and rescissions of policy must be promulgated to areas of RedR affected by the policy.

5.6 At least every three years, or earlier as required, a review must be undertaken of each policy to ensure it remains up to date and reflects regulatory changes and operational requirements.

5.7 Authorised versions of current policies are included in the RedR's Handboook.

6. Responsibilities & Reporting

Role/Decision/Action	Responsibility	Conditions and limitations
Approves policy proposal for new policy or major amendment to policy	Board / CEO	Within scope of policy approval.
Sets approval pathway	CEO / Directors / Senior HR Manager	May consult with policy steward on the appropriate pathway.
Policy reviewer	*Varies with policy –see definition of policy reviewer*	As per definitions of 'policy reviewer'
Policy approver (new, major amendments and/or rescission)	Board / CEO	Scope of authority is limited to RedR Governance duties, powers and functions in accordance with RedR legislation.
Policy approver (minor amendments only)	Directors / Senior HR Manager	Must notify the Board
Policy approver (editorial amendments only)	Appropriate director or manager authorised by CEO / Director / Senior HR Manager	As per definition of 'editorial amendment'
Policy support services administer and maintain central policy repository and provide advice on policy compliance with Australian laws	Director, Finance & Corporate Services	

7. Definitions

Approval pathway means the pathway through which a policy must proceed in order to be approved.

Board means the Board of Directors.

Key stakeholders means persons, or a class of persons, whose roles or responsibilities are directly affected by a policy and includes policy approvers and relevant process owners.

Major amendment includes a change likely to impact on:

(a) Objectives of the policy and/or

(b) Any requirement for implementation related to a decision or action of a key stakeholder

Minor amendment includes a change not likely to impact on:

(a) Objectives of the policy and/or

(b) Any requirement for implementation related to a decision or action of a key stakeholder

Policy is:

(a)   A formal statement of principle that regulates RedR operations and

(b)   An instrument approved under this framework

Policy approver is the relevant approval authority responsible for approving a new policy, a major or minor amendment to an existing policy or the rescission of an existing policy as specified in section 5.4.

Procedural principle informs the steps to be taken to implement a policy.

Policy reviewer is a person assigned by the policy approver and recorded on each policy instrument. Each policy is assigned one policy reviewer. Reviewers are responsible for:

(a)   Providing advice on approved policies under their review

(b)   Drafting or overseeing the drafting of policy

(c)   Reviewing policy in accordance with this Framework

(d)   Consulting key stakeholders and obtaining advice from legal services as required

(e)   Ensuring new policy and major amendments to policy or rescissions of existing policy are promulgated

Process means the group of activities and tasks undertaken by staff to achieve a consistent output.

8. Related policy and documents

RedR policy template

9. Document control

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