

# AUSTRALIA COUNCIL OF PROFESSIONS (ACoP)

## Policy Framework Policy

### Policy

1. This policy outlines a broad framework to assist in having consistent and compliant decision-making and management of ACoP activities to meet the objectives of ACoP as prescribed in the Constitution.
2. ACoP is governed by its operation in line with external legislation, the Constitution, Board resolutions and approved policies and procedures. These instruments are hierarchical in nature with the external legislative requirements, the Constitution, Board resolutions being the prevailing authorities followed by policies and procedures. If there is an inconsistency between these elements the senior authority prevails.

### Policy Elements

3. The elements of the policy framework are defined as follows:
  - External Legislation – relevant binding legislation enacted by Federal and State Governments of Australia and related compliance requirements.
  - ACoP Constitution
  - Policy – a high level strategic statement that establishes the governance parameters or principle-based approach to an issue around how ACoP operates.
  - Procedure - the operational processes and actions required to be taken to implement a policy. A procedure must be linked to a policy.
4. A policy should be established for major areas of ACoP operations where direction or purpose is needed in order to effectively achieve ACoP goals as set by the Board. A policy may also provide guidance on aspects of matters covered in the Constitution.
5. The approval of policies rests with the Board.
6. Procedures are approved by the Chair or Deputy Chair on advice from the CEO, but the Board may approve related procedures when approving a new or amending an existing policy.

### Developing Policy and Procedures

7. When developing a policy, it is necessary to note that it is a set of principles that define what we will do and why. It can:
  - translate goals and values into the way ACoP operates
  - achieve compliance with our responsibilities and legal obligations
  - help achieve ACoP Board strategic goals
  - help manage risk
8. Procedures prescribe specific actions to be taken to implement a policy. They should set out the how, when and who, in order to:
  - provide clear instruction on the way the policy will be implemented
  - ensure uniformity and compliance
  - allow monitoring of policy implementation.

**APPROVED BY BOARD:** 20 March 2020

**RESPONSIBLE OFFICES:** Chair/ Deputy Chair

**REVIEW DATE:** 2023