

			
TITLE	Policy For Policies		
Policy reference and Version No:	Policy 2004/1/v.1		
Policy type	MNF Organisational Policy (relates to the proper and efficient performance of the functions of the MNF).		
Commencement date:	November 2004 Steering Committee meeting	Review date:	July 2006
Scope	To be used by all those responsible for developing policy applicable to the MNF.		
Group responsible	Sea-going Management Group		
Further advice	Captain Frederick R. Stein, Director, Research Vessel, ph: (03) 6232 5024 e-mail: Fred.Stein@csiro.au		

POLICY STATEMENT

Purpose	To ensure that MNF policies are necessary, current, relevant and useful by providing a framework for their design, approval, implementation, monitoring and review.
Overview	There is currently no standard way of developing and implementing policy for the MNF. This policy introduces such a framework.
Objectives	<ol style="list-style-type: none"> 1. To ensure that all policies and related procedures, standards, guidelines and other documentation are written, presented, formally approved and implemented using standard formats and procedures. 2. To ensure that all policies are promulgated, monitored and reviewed within properly controlled systems.
Definitions	<p>A policy is: a statement defining the position of the MNF on a certain matter and by which the MNF, its staff and/or users are required to conduct the activities of the MNF.</p> <p>A policy has the following characteristics:</p> <ol style="list-style-type: none"> 1. It is a governing principle that mandates or constrains actions. 2. It applies across the MNF, its staff and/or users. 3. It will change infrequently and sets a course for action for the foreseeable future.

	<p>4. It helps ensure compliance, enhances the MNF's operations and reduces risk to the MNF.</p> <p>5. It is approved at a senior level within the MNF or CMAR.</p> <p>MNF: the Marine National Facility that includes: its management (Steering Committee and CMR), staff, the sea-going research platform, its equipment and data products and services.</p> <p>Policy sponsor: senior person with responsibility for developing policy applicable to the MNF and its operations (could include: Director, Research Vessel, Manager OHS&E; Manager MT&E, Deputy Chief, Business)</p> <p>Policy owner: Person or body responsible for implementing, promulgating and enforcing compliance with the policy.</p> <p>Policy delegate: the person with responsibility for developing or drafting policy.</p> <p>Policy Stakeholder: persons or groups on which the policy directly impacts.</p>
<p>Policy details</p>	<p>Policy Framework</p> <p>There shall be only one level of policy – that applying to the MNF and its operations.</p> <p>Approving Authority: is the person or group with the authority to approve policies, procedures and guidelines.</p> <p>The Marine National Facility Steering Committee is required to approve governance and operational policies relating to:</p> <ul style="list-style-type: none"> • operations as a National Facility; • access and conditions of use; • allocation of research time; • fees and charges; and • promotion of the MNF; <p>In every sense relating to contractual liability, financial control, legal liability, insurance, safety of all personnel and equipment, operational and logistical decisions, CSIRO is the owner of the RV Southern Surveyor. The Chief, CMAR is required to approve governance and operational policies relating to:</p> <ul style="list-style-type: none"> • the operations of the Research Vessel Southern Surveyor; • CMAR staff work and conditions; and • any financial and legal commitments. <p>Minor nomenclature changes or clarifications to policy shall be approved by the Director, Research Vessel</p> <p>Policies will be consistent with legislation; ministerial directions and instructions and CSIRO wide policy and</p>

	<p>these will have precedence over MNF policy statement. Standards, codes, procedures, guidelines etc shall always be mandated through an associated policy. Approving authorities for these shall be those responsible for approving the associated policy. Policies, Procedures, Guidelines etc should be published on the MNF or internal CMAR web page only after being approved by the designated authority. Policy statements will identify:</p> <ul style="list-style-type: none"> • who it applies to; • what other policies need to be observed or considered in conjunction with a particular policy; and • the roles and responsibilities (accountability) of officers and others. <p>Policy Procedures: Shall describe the components of policy and specify how policies must be applied. Any procedures shall be developed by the Policy Delegate in consultation with relevant policy stakeholders. The procedures shall be submitted to the Approving Authority together with the policy which they support.</p> <p>Policy Guidelines: suggest ways in which policies will be applied where the Procedure is not prescriptive.</p> <p>Implementation Plan: Shall describe the actions required to implement the policy, procedures and guidelines. It will be developed by the Policy Delegate in consultation with relevant stakeholders. The Implementation Plan shall be submitted for approval to the Approving Authority with the associated policy, procedures and guidelines.</p>
Related material	<ul style="list-style-type: none"> • CSIRO Policy Framework (April 2004) • Guidelines for the Operation of National Facilities (A report to the Prime Minister) Australian Science and Technology Council (1984) • National Facility Steering Committee – Research Vessel Southern Surveyor (Minute to Minister for Science (1 August 2003)
Supporting Procedures/Guidelines	<p>Procedure 2004/1.1/v.1: Policy Development and Review</p> <p>Standards for Policy Development and Review</p>

ACCOUNTABILITIES	
Implementation	Director, Research Vessel
Compliance	Director, Research Vessel
Monitoring and Evaluation	Director, Research Vessel National Facility Steering Committee
Development and Review	Director, Research Vessel National Facility Steering Committee
Approval Authority	National Facility Steering Committee

	Chief, CMAR
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WHO SHOULD KNOW THIS POLICY?

Office of the Chief
 Managers OHS&E, MTE, People Development, Business Services
 Managers Data Centre, Data Acquisition and Processing, Ocean Engineering,
 Hydrochemistry, Marine Instrumentation, National Facility Electronics

REVISION HISTORY

Revision Ref No	Approved/Rescinded	Date	Authority	Document Title
Policy 2004/1/v.1	Approved	12-09-2004	MNF SC	Policy For Policies

EFFECTIVENESS OF THIS POLICY

Performance Indicators	Percentage of MNF policies that comply with this policy No of queries/problems raised in regard to existing policies
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