

	 MARINE NATIONAL FACILITY		
TITLE	PROCEDURE: Policy Development and Review POLICY: Policy for Policies (Policy 2004/1/v.1)		
Procedure Reference No:	Procedure 2004/1.1/v.1		
Commencement date:	12-09-2004	Review date:	July 2006
Scope	MNF wide, CMR seagoing policies		
Organisational Unit responsible for day to day operation of the procedure	Sea-going Management Group		
Further advice	Captain Frederick R. Stein, Director, Research Vessel ph: (03) 6232 5024 e-mail: Fred.Stein@csiro.au		

PROCEDURE STATEMENT

Purpose:	This procedure outlines the way in which MNF policies shall be developed, presented, implemented, promulgated, monitored and reviewed.
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. 4. It helps ensure compliance, enhances the MNF's operations and reduces risk to the MNF. 5. It is approved at a senior level within the MNF or CMR. <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 SE&T, Deputy Chief, Business)</p> <p>Policy owner: Person or body responsible for implementing,</p>

	<p>promulgating and enforcing compliance with the policy. Policy delegate: the person with responsibility for developing or drafting policy. Policy Stakeholder: persons or groups on which the policy directly impacts.</p>
Links to related forms, records and electronic databases	<p>Policy for Policies (Policy 2004/1/v.1) Standards for policy development and review for the MNF Proposal for a new policy/procedure/guideline form MNF Policy/procedure/guidelines implementation plan</p>

Detailed steps, procedures and actions		
Procedure	Responsibility	Timeline
<p>1. Policy identified for development/review. This can arise from:</p> <ul style="list-style-type: none"> external drivers – new CSIRO policy, legislation etc internal drivers – Steering Committee, senior managers, feedback and complaints, new practice, new technologies etc 	<p>Policy sponsor OR Staff of Ship Management Group OR Any CMAR staff member, Chief Scientist or Principal Investigator using the MNF</p>	
<p>2. Check whether policy exists: A. Yes - does it require modification? B. No – Complete 'Proposal for new policy' form</p>	Policy Sponsor	
B.1 Submit 'Proposal for new Policy' form to Director, Research Vessel	Policy Sponsor	
B.2 Assess submission, in consultation with other managers if required, and determine whether policy progressed, returned to Policy Sponsor for further work or if considered unnecessary.	Director, Research Vessel	Two weeks after submission
B.3 Advise Policy Sponsor of outcomes of assessment in writing.	Director, Research Vessel	

Continuation of procedure if submission endorsed		
3. Select Policy Delegate	Policy Sponsor in consultation with Director, Research Vessel	
4. Identify internal policy consultation group, stakeholders and Approval Authority	Policy Delegate in consultation with Policy Sponsor and Director, Research Vessel	
5. Policy drafted/reviewed using relevant forms and standards, in consultation with internal consultation group and Policy Sponsor. New policy is to be clearly marked as 'DRAFT'.	Policy Delegate	
6. Policy Delegate to seek approval to distribute to stakeholders for comment	Policy Sponsor in consultation with Director, Research Vessel	
7. Communications Manager requested to lodge draft policy on MNF intranet. Lodgement is to be accompanied by an invitation for comment by a clearly identified closing date. The closing date should be no later than 4 weeks after the date of posting. Stakeholders will be directly notified of the intranet address by e-mail.	Policy Delegate, Manager, Communications	
8. Draft revised in light of comments received if required	Policy Delegate	
9. Policy, procedures, Implementation Plan and other documentation submitted to Director, Research Vessel.	Policy Sponsor	
10. Draft policy assessed against standards and edited as required. Can be returned to Policy Sponsor if considered further work required.	Director, Research Vessel	
11. Draft policy submitted for approval to relevant Approval Authority.	Director, Research Vessel	

Approvals process		
12. If approved, policy number allocated and approved policy posted on CMR or MNF website. If not approved, returned to the Policy Sponsor for further work.	Director, Research Vessel, Manager, Communications	Within one week of approval
13. Implementation commences as per Implementation Plan	Policy Sponsor	Within two weeks of approval
14. Progress reports on implementation provided to Director, Research Vessel if required.	Policy Sponsor	
15. Report on implementation provided to Approval Authority for noting.	Director, Research Vessel	

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

WHO SHOULD KNOW THIS Procedure?
Office of the Chief Managers OHS&E, SE&T, People Development, Business Services Managers Data Centre, Data Acquisition and Processing, Ocean Engineering, Hydrochemistry, Marine Instrumentation, Marine National Facility Electronics

REVISION HISTORY				
Revision Ref No	Approved/Rescinded	Date	Authority	Document Title
2004/1.1/v.1	Approved	12-09-2004	MNF SC	Policy Development and Review

EFFECTIVENESS OF THIS PROCEDURE	
Performance Indicators	Reduction in overlap and inconsistencies in policies and procedures Number of requests for clarification Number of policies approved on first presentation to relevant Approval Authority