

WIRES Policies: Policy Creation and Review

This policy was approved by the Board on 8 August 2020

1. WIRES creates policies to support and direct our actions and decisions.
2. Procedures, protocols, guidelines, and handbooks support our policies.
3. Policies must be concordant with legislation, regulation and our constitution.
4. Policies are subordinate to our licence and Office of Environment and Heritage Codes of practice.
5. The Board must ensure that WIRES policies are reviewed on a regular basis, at least every three years.
6. Members have the right to request the creation of new policies or the review of current policies as outlined in the related procedure and to receive reasons for the decisions made by the Board on their request.
7. Members have the right to review and comment on policies before the Board approves a policy as outlined in procedure.
8. The Board is responsible for policy approval.

Procedure: Policy Creation and Review

1. If a member, or group of members, want a policy to be created, reviewed or altered, they should contact the board with information about what they are seeking to change. They should provide written reasons in support of their view. Members can do this via the BMC, the WIRES State Council or directly to the Secretary.
2. The Board will decide if the policy should be created, reviewed or altered.
3. If the policy was proposed by a member or members then the Board will advise the member or members with reasons for their decision
4. If the Board determine to take the action, then the Board will allocate the responsibility of policy creation or review.
5. The resulting draft policy should be submitted to the WIRES Secretary who will review to ensure it meets the following standards:
 - internal consistency with WIRES Constitution and other policies,
 - consistency with Common Law - i.e. that relating to animal cruelty legislation,
 - consistency with relevant OEH policy.
6. Once the draft policy meets these standards, the Board will consider it.
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7. If the Board is able to support the draft policy, it will be distributed via email to all members for comment. The draft policy will also be made available on the intranet at this time.
8. Comments must be provided with in 30 calendar days of distribution.
9. Members, BMCs, the WSC (either as individual representatives or as a group) or Management Teams may comment on the proposed document. The WIRES Secretary will receive all comments via secretary@wires.org.au or via the postal address.
10. All comments will be reviewed for inclusion in to the policy.
11. If, in the view of the Board, there are changes that significantly alter the direction or requirements of the draft policy it may be recirculated for member review and a further 30-day comment period allowed.
12. Once the Board approves a policy, the policy will be put on the intranet and advice provided to members.