

Cockburn Community Resources

City of
Cockburn



Policy & Procedures for Community Organisations

Policy - What is it?

- an official position on a certain subject;
- explains what the organisations's position is and why;
- guides decisions and actions within the organisation; and
- otherwise known as: rules, standards, principles and guidelines.

Procedures - What are they?

The steps or actions taken by an organisation to:

- carry out a policy; and
- accomplish a specific task or end.

Policies and Procedures – Why?

- To clearly communicate the what, why, how and when - for committee, members, staff and volunteers.
- Provide a framework for how the organisation wants to operate.
- Assist with transition periods – committee, staff and volunteer handovers.
- Provide consistency in decision making for members, staff and volunteers.
- Underpin accountability and transparency.

Tips for Writing Policy and Procedures

- Keep it user-friendly and simple.
- Keep your target audience in mind – ie make it useful.
- Use subheadings eg Policy – few key explanatory points and then the related Procedures.
- Where relevant, include required accreditation and legislative information.
- Date and number policy documents – for reference.

DISCLAIMER

The information contained in this fact sheet is not intended to be legal advice and should not be relied upon as giving substantial legal advice, but as a legal awareness guide. While it provides a general overview, the law can change often and rapidly and you should always refer particular questions that relate to your association to a legal adviser. Any legal issues ought to be referred to the Associations section, Consumer Protection, Dept of Commerce.