



AUSTRALIAN DENTAL ASSOCIATION VICTORIAN BRANCH INC.

BRANCH POLICY STATEMENT 1.01

ESTABLISHING POLICY

1. INTRODUCTION

Branch Council is charged with the authority and the responsibility to issue, revise and rescind Branch Policy Statements, based on the recommendations of the Constitution and Policy Committee.

2. PURPOSE

The purpose of this policy is to promote consistency, clarity and understanding of the formulation, approval and implementation of Branch Policy Statements.

3. POLICY TIERS & CATEGORIES

3.1 The Branch Policy Register shall have the following three tiers

- ADA Inc. Policy Statements, excluding those categorised as Administration and Governance
- ADAVB Branch Policy Statements relating to Governance and/or affecting members (owned by Council), and
- ADAVB Administrative Branch Policy Statements relating to Branch staff and operations (owned by the CEO).

3.2 Manuals and similar documents, such as Membership Application Forms, constitute another arm of Branch Policy.

3.3 Administrative Policies and Procedures shall include (amongst others): OHS policies and procedures; security of mobile devices; staff expense claim protocols; operational manuals and operational plans by which to achieve Council approved strategic targets.

4. POLICY

4.1 Only Branch Council can determine Branch policy.

4.2 Administrative policies and procedures are usually delegated to the CEO.

4.3 Policy should complement but not duplicate the Branch Rules and/or By-Laws, and Federal ADA Policy

4.4 Any Branch resolutions regarding policy should, if possible, be incorporated into a Branch Policy Statement.

4.5 When appropriate and practical, parties affected by Branch Policy Statements shall be consulted as part of the Policy development and review process. When the Branch makes any public statement, they should be consistent with Branch and Federal ADA. Policy Statements.

4.6 Branch Council resolutions regarding affiliation, By-Laws, forms, guidelines, manuals and so on, shall not be recorded as policy, but be considered instruction to update the list of affiliates, By-Laws, forms, guidelines or the relevant Manual.

4.7 Branch Policy Statements may have one or more Appendices.

- 4.8 Branch Council shall determine which Branch Policy Statements are: for internal use, use by members only, or to be available to the wider community.
- 4.9 If a situation arises where the Branch must immediately comply with a change to State or Federal Law, then these shall override any conflicting policy. Any necessary amendments to policy thus required should be made within six months.
- 4.10 A register of current Branch and Administrative Branch Policy Statements shall be kept.
- 4.11 An historical register of Branch and Administrative Branch Policy Statements shall be kept.

5. REVIEW

- 5.1 Branch Policy Statements should be subject to review at least once every three years, unless otherwise specified by Council.
- 5.2 Branch Policy Statements may be amended between review cycles as deemed necessary by and with approval from the document owner. (i.e. Branch Council for Branch Policy Statements, and the CEO for Administrative Policies.)

6. APPLICATION

- 6.1 Branch Council, Committee members and staff shall comply with Policy.
- 6.2 All people who enter the premises are expected to observe the relevant ADAVB Policies, which are available upon request.

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| Branch Policy Statement Number | 1.1 |
| Adopted by Council | 20 July 2009 |
| Reviewed by Constitution and Policy Committee | 20 August 2015 22 February 2018 04 March 2021 14 March 2023 |
| Amended by Council | 5 September 2011 12 October 2015 26 March 2018 26 April 2021 |
| Relevant Rules | |

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|-------------------------|--|
| Relevant By-Laws | |
| See also | |