

# YARRAWONGA MULWALA GOLF CLUB RESORT

## Name of Policy: **POLICY DEVELOPMENT POLICY**

**STATEMENT:** Yarrowonga Mulwala Golf Club Resort is committed to ensuring that it has an effective process in place for Policy Development, Review and Implementation.

**DEFINITION:** “Policy Development” is defined as the creation of a suite of policies developed by the Risk & Compliance Committee and/or any other members of the Board of Directors and/or an external consultant.

### **POLICY:**

1. YMGCR Risk & Compliance Committee will have a clear process for creating, adopting and implementing policy development. Sufficient time will be allowed for consultation with all appropriate persons or bodies or sub-committees and full deliberation by the Board of Directors.
2. All policy documents will adhere to a standard template.

**The Risk & Compliance committee will monitor compliance with this Policy.**

### **PROCEDURE:**

- The Board of Directors will identify the need for a Policy document (this may be on the advice of a Board Member, CEO, Club Member and Operational Staff );
- The Risk & Compliance committee will consult with interested Board members, relevant staff, and persons knowledgeable in the area and take into account relevant legislation and compliance requirements;
- The Risk & Compliance committee will circulate a draft policy to all interested parties, relevant stakeholders and the Board of Directors for timely comment;
- The Risk & Compliance committee will consider any feedback received and will create a final draft for presentation to the Board of Directors. The Board of Directors will accept and adopt the Policy, defer the Policy or reject the Policy and return it to the Risk & Compliance Committee for amendment or assign revision to other persons;
- The Risk & Compliance committee will ensure Version control of the Policy and adding the Policy to the current Policy Manual;
- Every Board Member will be provided with a current Policy Manual;
- Policies will be reviewed at least every 36 months, or sooner if required.

**RELATED LEGISLATION;**

**Nil**

**RELATED DOCUMENTS:**

Policy Template

**RELATED POLICIES:**

**Nil**

---

1

Document Version	1						
Reviewed on							
Promulgated on: 26 <sup>th</sup> October, 2022							

1