

OPERATIONAL POLICIES AND PROCEDURES POLICY

1. OBJECTIVES

To ensure that the Board has sound policies and procedures for all of its operational responsibilities.

2. MEANS

The Chief Executive must take appropriate measures to ensure that all necessary policies and procedures are in place.

3. LIMITATIONS

The following criteria must be met:

- a) all policies and procedures are documented;
- b) they are compliant with relevant legislation and Board policy;
- c) they represent efficient and effective business practice;
- d) they are reviewed at no greater than two yearly intervals.

4. REPORTING

The Chief Executive will report to the Board on the currency of policies and procedures as part of the annual business planning process and consequential reporting.