

# Policy Document

## Decision Procedures

### Background

On occasions, the Staff or Directors of Southern New England Landcare are required to make decisions on behalf of the company for the benefit of the members. Sometimes, these decisions need to be made very quickly, which becomes difficult if all Directors, Staff and Members need to be consulted each time.

Depending on who needs to be consulted throughout the decision making process, it can be a time-consuming and even become controversial if the outcomes are queried by members. This can lead to angst and discontent among Staff, Directors and Members.

Identifying different levels of decision making can speed up the process and make it more efficient. For example, simple office stationary requires an input by the staff, whereas a decision on Southern New England Landcare policy will require input by the full Board of Directors. Identifying these levels will differentiate the input requirements by management.

In addition to the levels of input to decisions, the methods, or processes used to achieve the required outcomes will change with the level of decision. Simple decisions may be satisfactorily and expediently achieved using a voting type approach, whereas policy type decisions may require a more time consuming Consensus Decision Making approach.

### Policy

Southern New England Landcare has adopted a set of decision making procedures to provide transparency and ensure the best outcomes for our organisation. The objectives of these procedures are to:

1. Ensure decisions are made in an open and transparent way
2. Actively involve Staff and Directors in the decision making process
3. Differentiate levels of member input for decisions
4. Identify appropriate decision making processes.

### Procedures

The processes outlined below may provide some guidance to achieve decisions that have the support of management and are achieved within a minimal time frame.

Type of decision	Responsibility	Process
Operating expenses to a limit of \$x per individual item	Staff	To be made by as many staff as possible or as involved. A voting structure may be used. Notify Secretary of the financial outcomes.
Purchase of major office equipment items	Staff with input from the Treasurer AND either the Chair or Executive Officer.	To be made using a hierarchy structure.
Staff recruitment	Requires a committee elected from the executive by the full Board. A person who has successfully completed a "Selecting the Best" course or its equivalent must be included in the committee and gender equity must be considered.	Alternatively, use the interview questions to rank applicants against each other.
Personnel management, i.e. Staff and Directors	This must be considered in conjunction with the Policy – Grievance Procedures.	
Establishing Southern New England Landcare policy	Requires input of the full board and may require facilitation processes provided by staff or other suitably qualified facilitators.	Consensus Decision Making (see Policy – Consensus Decision Making)

Final