



NSW Police Force

Development & Management of Corporate Procedures policy statement

NSW Police Force is committed to better practice in the development, implementation and evaluation of its corporate policies to support effective management and governance and to assist understanding and compliance. This includes consistent and transparent processes for developing, approving, implementing and reviewing NSW Police Force policies.

Our commitment is to ensure that NSW Police Force policies:

- Contain a one page policy statement that is a concise and clearly worded summary of the NSW Police Force position on a given subject
- Are consistent with legislation, industrial awards, related NSW Government policies and other NSW Police Force policies
- Establish standards of better practice and decision making that promote operational efficiency, compliance and mitigate risk
- Support ethical practice and a safe work environment
- Are approved at the appropriate level of authority
- Are binding on staff of the NSW Police Force
- Appropriately define and allocate responsibilities
- Are created in an appropriate manner and in a consistent format
- Are reviewed regularly and are accessible to all stakeholders through the Intranet and where appropriate, the NSWPF Internet site
- Are supported by appropriate procedures.

The following principles underpin this policy:

- All policy and procedures will be written using a standard structure and in line with *Document standards & publication management*
- All policies are to specify a policy owner, version number and review date
- Policy development will be based on a level of consultation appropriate to the scope and impact of the policy, and must involve the key stakeholders or main users of the policy. Consultation may also be necessary to ensure that the policy meets legal, ethical, equity, industrial and OHS requirements
- Draft policies submitted for approval must be supported by an implementation plan
- Corporate policies must be formally approved by the Commissioner, Commissioner's Executive Team (CET), Deputy Commissioner or Corporate Spokesperson
- The policy owner is to ensure that the current, approved version of the policy is available on the Policy & Procedures page on the intranet and where required the NSW Police Force internet site
- The policy owner is to ensure that the policy is reviewed by the specified review date
- All approved policies will be recorded on the NSW Police Force corporate policy register, maintained by Performance Improvement & Planning command.
- Local command guidelines must be consistent with corporate policies.

**Endorsed by Deputy Commissioner, Corporate Services
March 2011**

Policy developed by:
Policy to be reviewed:
Contact:

Performance Improvement & Planning Command
March 2012
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