Policy Position Statement Procedure

Overview

The PHAA creates and promulgates ‘policy position statements’ (PPS) on a range of public health issues. PPSs are published on the PHAA website and are used to guide the organisation’s advocacy efforts with decision-makers, including the content of written submissions to parliamentary inquiries and departmental consultation processes.

PPSs are authorised by the members of PHAA by resolutions adopted at annual general meetings. They also receive preliminary endorsement from the PHAA Board. In urgent circumstances, the Board may authorise an ‘interim’ PPS.

PPS documents may be created through the structured process outlined in this Procedure statement.

PHAA practice is to ensure that each PPS is reviewed by PHAA members every third year.

Procedure

Our practice has been to review around a third of our policy set every three years, in order to keep the policies up-to-date on a reasonable working timetable.

In addition, each year new policies will be proposed, and some older policies may be merged, split or archived.

PHAA National Office Policy Team will circulate to SIGs in February each year a list of existing policies to be reviewed, together with guidance material, timetable and templates.

SIGs take responsibility for outputs and identify a member as the ‘lead’ for each policy. Review and drafting of revised PPSs is initially conducted by SIGs, in two rounds. Policy Team provides any guidance required. Policy Team also reviews the drafts after each drafting stage. Draft PPSs are made available on the PHAA forums to all PHAA members for comment following each drafting stage.

After two drafting stages the Vice-President (Policy) reviews all PPS drafts looking for cross-PHAA issues and works to reconcile any policy differences. The VP then submits the drafts to the Board.

The Board endorses drafts for submission to all PHAA members at the AGM. If there is a need to authorise a policy statement for any urgent advocacy purpose, the Board has authority to adopt an ‘interim’ policy position statement at any time.

The members at the AGM authorise all policy position statements as final.

A common format is established for all policy position statements. The documents are intended to be up to 6 printed pages.

Policy position statements may be supplemented by more detailed contextual material and references, to be termed ‘background papers’.
Responsibilities

The review cycle imposes the following responsibilities:

On SIG Conveners:

- Management of review processes within their SIG
- Identification of an appropriate member as the ‘lead’ for each policy under review
- Return of drafts to national office after stage 1 and stage 2 drafting

On National Office Policy Team:

- Review of all drafts submitted by SIGs after stage 1 and stage 2 drafting
- Secure online publication of draft PPSs after each stage of drafting for broader PHAA member comment
- Preparation of drafts for review by VP (Policy)
- Preparation of drafts for Board
- Preparation of drafts for AGM
- Online publication of adopted PPSs

On the Vice-President (Policy):

- General oversight of process and outcomes
- Review of all drafts after stage 2 drafting, and reconciliation of any cross-PHAA issues
- Submission of revised drafts to the Board

On the Board:

- Review of drafts and endorsement to go to AGM

On the PHAA members at the AGM:

- Review and comment on draft PPSs
- Approval of final drafts at AGM.

Attachments

Guidelines for PHAA policy reviews for 2018. (This document including a list of PPSs for review in 2018, and timetable of key dates and responsibilities)

Related Policies and Procedures

None
Compliance with this Procedure

All PHAA staff, Board and individuals conducting any business on behalf of PHAA must follow the processes outlined in this procedure. This includes:

- Ensuring personnel are aware of and comply with this procedure;
- Following the principals and processes provided; and
- Seeking advice or guidance from experienced staff if unsure or new to the area.

Updated

Last updated January 2019.