	SAAA POLICIES & PROCEDURES	
	Reference / Name	MGT 1.1.02-000 Change Management.docm
	Revision No	0
	Revision Date	12 - 04 - 2017
	Owner	MCG

Purpose

This policy & procedure provides an overarching systematic approach to managing and monitoring change within the SAAA system of Corporate Governance.

Whenever a new or revised policy & procedure is identified as being required, this policy & procedure must be applied without exception.

Policy and procedural processes can be sensitive to even small changes, may impact other current policies & procedures, and may have relationships to external factors, agreements, obligations or similar. Accordingly, proper application of “Change Management” is critical to delivering sound business outcomes and, in particular, safe outcomes that are collectively in the best interests of SAAA Members and the general public.

The SAAA’s approach is to proactively project manage change and utilise the resources of the National Council’s multi-disciplinary team and advisors to rigorously review a proposed change to ensure all potential risks at any stage of the change cycle are adequately addressed.


Whenever a new or revised policy & procedure is identified as being required, this policy & procedure must be applied without exception.

Scope

Periodic review of prevailing policies & procedures; developing and presenting Change Proposals and their review, approval and implementation.

Prerequisites

- a. The complete set of SAAA policies and procedures, in conjunction with the Act and the Rules, represent the system of Corporate Governance of the SAAA.
- b. However minor or substantial a policy & procedure may be, any change must result in a change to the Revision Number and Revision Date, the revision being recorded IAW procedure, and the revision gazetted.
- c. Excepting editorial changes (punctuation, grammar, spelling, formatting, name / position indicator references, document references etc) that have no change to the effect and meaning of a policy & procedure, then:
 - i. The Change Management process has five basic phases:
 - Development of Change Proposal
 - Screening & Risk Assessment
 - Review
 - Approval
 - Implementation
 - ii. The rationale and effect of a proposed change must be articulated and documented

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- iii. The safety implications and associated risks (technical and non-technical) of the proposed change must be considered and documented as part of the risk assessment.

Note:


1. *There will be a transition period that will apply from the date of National Council approval of this policy & procedure up until establishment of the initial suite of SAAA policies & procedures or 31st December 2017, whichever is the earlier.*
2. *During this period, for the sake of expediency, a briefing note constituting a Change Proposal will not be required. Further, publication and gazetting of policies & procedures will be only on a limited / need to know basis and at the discretion of ExCom. However, the entire suite of policies & procedures as they exist at the end of the transition period must be published and gazetted IAW procedures. All other procedures will, however, apply.*
3. *Removal of these notes on or before 31st December 2017 is deemed "A change that is editorial in nature".*

Responsibilities

- a. Oversight of the system of corporate governance and maintenance of the Register of SAAA Policies & Procedures – MCG (PRES)
- b. Periodic review of currency, relevance and adequacy of policies & procedures – Respective Policy & Procedure Owners
- c. Preparing and implementing a change proposal that is editorial in nature – Office / Policy & Procedure Owner
- d. For a Change Proposal that is not editorial in nature:
 - i. Developing a Change Proposal, including screening and risk assessment – Policy & Procedure Owner
 - ii. Presenting a Change Proposal – Policy & Procedure Owner
 - iii. Review of Change Proposal – National Councillors
 - iv. Approval of Change Proposal – National Council
 - v. Implementation of Change Proposal – Policy & Procedure Owner

Procedure


1. Periodic review
 - a. Policy & procedure Owners should at a frequency of no less than each year, review prevailing policies & procedures for currency, relevance and adequacy
 - b. A review should include at least some discussion with key stakeholders / principle users of the policy & procedure, and relevant internal advisors
 - c. The date of the review, noted as the last review date, should be recorded in the Register of SAAA Policies & Procedures
 - d. If it is concluded that a change proposal is required, the policy & procedure Owner should initiate the Change Management process.
 - e. MCG is responsible for periodically auditing at a frequency of no less than each 6 months the Register of SAAA Policies & Procedures to ensure compliance with this procedure
2. A Change Proposal that is editorial in nature
 - a. Policy & procedure Owner should work with Office as required to make the changes

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- b. If there is any doubt as to whether the considered change is editorial or not in nature, the policy & procedure Owner should consult with MCG.
 - c. A new revision number and date must be included in the revised document, the revision number and date must be recorded in the Register of SAAA Policies & Procedures and the revised document gazetted comprising:
 - i. Loaded to the SAAA file server
 - ii. Loaded to the website Member accessible policies & procedures
 - iii. Notice of the revision issued by email to all Members, staff, consultants and advisors
3. A change proposal that is NOT editorial in nature
- a. The policy & procedure Owner should develop the Change Proposal, calling on additional resources / expertise, as they see fit. The proposal must, however complex, include:
 - i. Rationale for the change – in respect of either a new proposal, or revision to an existing procedure
 - ii. The nature of the changes and their effect, and review of any implications on other policies and procedures and appropriate actions as required
 - iii. Risk assessment
 - iv. Proposed new or re-drafted policy & procedure
 - b. The policy & procedure Owner should then offer the proposal to EXCOM for review. EXCOM may at their discretion seek other advice, but otherwise and in any event approve or otherwise the proposal IAW EXCOM approval procedure.
 - c. Once the proposal is approved by EXCOM:
 - i. The policy & procedure may be become operational on a provisional basis at the discretion of EXCOM, however
 - ii. The policy & procedure Owner must make arrangements with SEC for the proposed acceptance of the Change Proposal by resolution of the National Council at the earliest practical opportunity
 - d. On acceptance of the change Proposal by National Council, the policy & procedure Owner must cause the new or revised policy & procedure revision number and date to be included in the new or revised document, the revision number and date to be recorded in the Register of SAAA Policies & Procedures and the new or revised document to be gazetted comprising:
 - i. Loaded to the SAAA file server
 - ii. Loaded to the website Member accessible policies & procedures
 - iii. Notice of the new or revised policy & procedure issued by email to all Members, staff, consultants and advisors
 - e. Once in effect, the policy & procedure Owner must ensure effective implementation and practice of the procedures. If required, training or similar should be delivered by the policy & procedure Owner or as may be delegated.
 - f. Post implementation, the policy & procedure Owner should be responsive to any issues that may arise prior to the first annual review.

References

- a) Register of SAAA Policies & Procedures – Excel file; located on SAAA Server/Corp Governance/Policies & Procedures

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Definitions

Acronym or Terminology	Concise definition or meaning
EXCOM	Prevailing PRES, VPRES, TREAS, SEC and on occasions augmented by one Portfolio Mgr or alternate
IAW	In accordance with
MCG	Prevailing SAAA Mgr Corporate Governance
Office	Prevailing Admin Support Service Provider
Portfolio Mgr	A SAAA National Councillor appointed to manage a business portfolio
PRES	Prevailing President of the SAAA
SEC	Prevailing SAAA Hon. Secretary
The Act	The Associations Incorporation Reform Act 2012 or equivalent prevailing
The Rules	The (prevailing) Rules for The Sport Aircraft Association of Australia (A0046510Z)
TREAS	Prevailing SAAA Hon. Treasurer
VPRES	Prevailing Vice President of the SAAA

