



Public Policy – policy development and external communications

As in force as at Council resolution 23/12/5.3 (7 December 2023)(supercedes policy of 20 Nov 2022)

1. Context

The Institute has a responsibility under its Constitution to contribute to the development of public policy. It is important that the Institute ensures that any public policy material that emanates from thought leadership projects, Practice Committees and other Institute groups are subject to appropriate and adequate peer review, and that processes for external engagement and communication are carefully managed.

2. Development

Council delegates to the Public Policy Council Committee (PPCC) responsibility for overseeing the development of Institute public policy on behalf of members.

The development of public policy is to be guided by the priorities and principles determined by the PPCC, in the context of the Institute's strategic plan and risk appetite statement, both set by Council, and the views of Council Committees and Practice Committees.

To the extent reasonably practicable, all public policy material should be developed with the involvement of the relevant committee or already established group and, where appropriate, involve consultation with the broader membership.

For specific areas of public policy development that are outside the capacity of existing committees or groups, either Council, the PPCC or a Practice Committee may establish a specialist taskforce, working group or sub-committee. These taskforces, working groups and sub-committees should report to the PPCC, a Council Committee or Practice Committee.

Alternatively, subject to approval by the PPCC, the CEO (or their delegate) may commission specialist thought leadership projects. These projects should report to the PPCC.

Some public policy material will be developed in response to inquiries and other processes initiated externally. These may take many forms, that include:

- ▶ formal inquiries called by government or parliament;
- ▶ inquiries initiated by government departments or interdepartmental committees;
- ▶ inquiries initiated by regulators; and/or
- ▶ inquiries and research activities undertaken by industry and other professional bodies.

Invitations or requests for the Institute to participate in such inquiries or other processes must be communicated to the CEO (or their delegate), who has responsibility for co-ordinating the Institute's response in consultation with the relevant body, which may be Council, the PPCC, a Council Committee, Practice Committee or specialist taskforce, working group or sub-committee.

Normally, the Institute will make independent submissions, particularly where professional matters are involved. However, under some circumstances it may be appropriate to make a joint submission with another body but a decision to make a joint submission would be subject to approval by the PPCC, including the PPCC Chair, and the CEO (or their delegate).

3. Approvals process

All public policy material (including thought leadership publications, Public Policy Position Statements, submissions and responses to inquiries and other processes) must be approved by the relevant Practice Committee/s (or equivalent), the relevant Institute Executive General Manager (EGM), the Chair of the PPCC and Institute CEO (or their delegate). Exceptions are:

- if the content is of very high strategic and/or reputational impact, the President must also approve; and
- if the content is particularly technical or procedural and prior approval is sought from the Chair of the PPCC and the CEO (or their delegate), the Chair of the relevant Practice Committee may approve.

All material advocating a new Institute public policy position must also be approved by the PPCC (or its delegate). Material that does not contain a new position does not require PPCC approval.

Council must be informed of all significant Institute public policy material that is approved, with any new or contentious content identified.

4. External communication and engagement

All public policy material must be:

- ▶ prepared according to Institute format guidelines;
- ▶ issued by the CEO or their delegate from the Institute;
- ▶ approved according to the process outlined in section 3;
- ▶ and, if it is a submission or letter, presented under the signature of the CEO or a delegate approved by the CEO, or in exceptional cases noted in section 3 be under the signature of the President or Chair of the relevant Practice Committee.

The CEO (or delegate) should be the point of contact for inquiries regarding all public policy material. No correspondence (including the use of the Institute logo and letterhead) should be entered into by Committees or individual members on behalf of the Institute, except with the prior knowledge and consent of the CEO.

External relationships with government, opposition parties, advisers, public servants, regulators and industry and professional bodies conducted on behalf of the Institute should be by the President, CEO, relevant Institute EGM or their delegates. Where Councillors, Committee members and public policy material authors have established relationships with external stakeholders they should include the President, CEO or their delegate on matters in relation to Institute public policy material. The Institute's involvement in hearings and informal briefings should be co-ordinated by the CEO or their delegate.



**Actuaries
Institute.**

A Communication Strategy Plan should be developed for external communications related to any major public policy material. Such plans should be developed by the relevant Institute EGM/s in association the relevant committee, task force, working group, sub-committee or commissioned author team.

All media contact is managed by the relevant Institute EGM on behalf of the Institute. The CEO or relevant Institute EGM may delegate responsibility for media contact to a spokesperson (e.g., Chair of a Practice Committee or an identified specialist or subject matter expert member).

Media releases are prepared and issued by the relevant Institute EGM, and signed off by the CEO with the prior approval of the President.

END OF POLICY