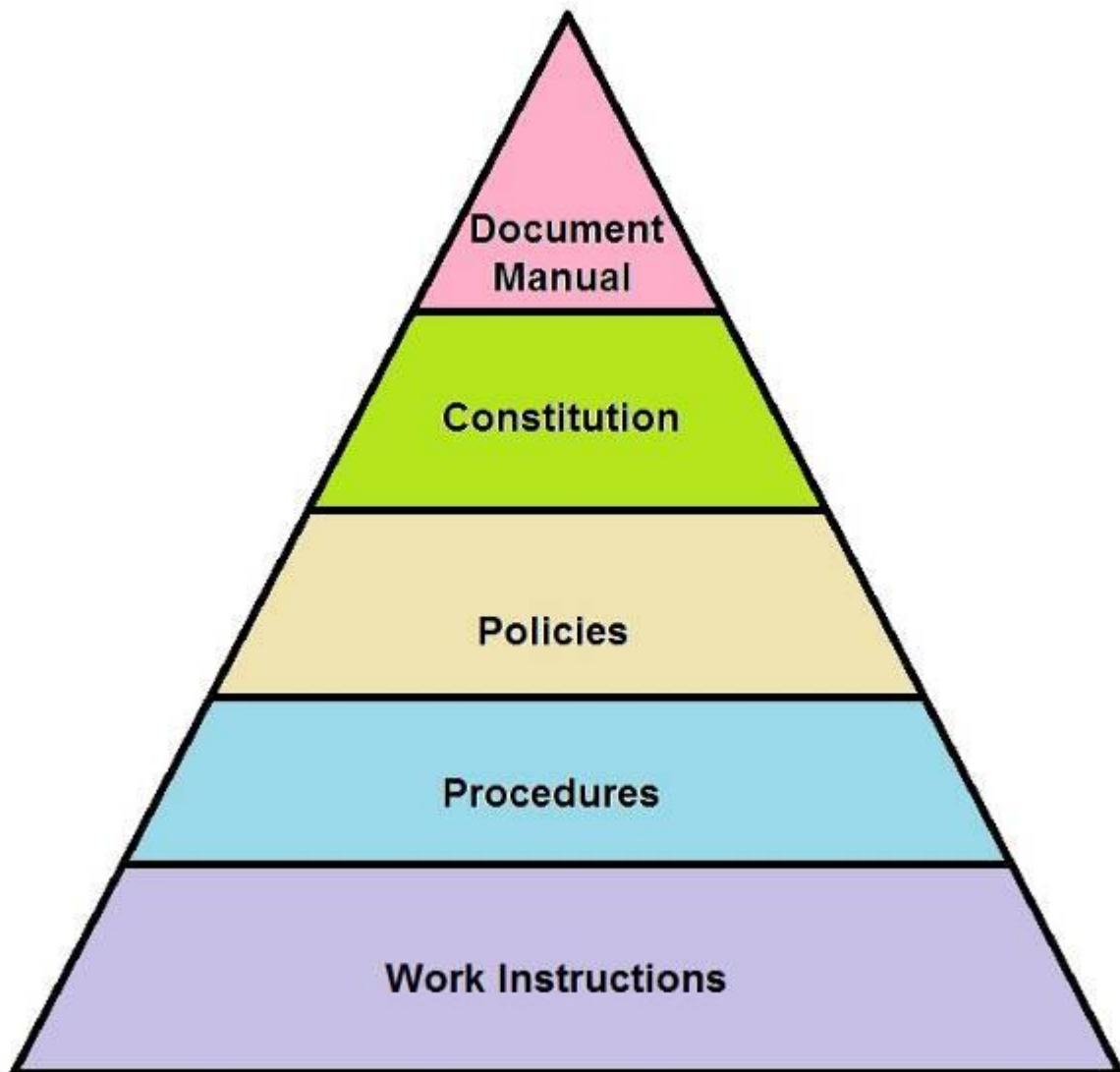# DSMRA Document Manual

Purpose - This document manual outlines the DSMRA's document structure.

Document Manual

This document that outlines the overall document structure used by DSMRA

Constitution

Following this document, the DSMRA's overarching document is its constitution. The DSMRA is a national association, incorporated in NSW. As such, it is obligated to have a constitution that reflects its needs and operation consistent with the NSW Regulation. This includes the requirement to have a Public Officer resident in NSW that has ready access to the association's records for provision to Fair Trading NSW should they be required.

The constitution is based on the NSW Fair Trading model of Sept 2016. Further information about the requirements of the constitution is available here;
http://www.fairtrading.nsw.gov.au/ft.....
The Act; http://www.legislation.nsw.gov.au/acts/2009-7.pdf
The Regulation; http://www.legislation.nsw.gov.au/regulations/2016-538.pdf

Policies (or why, what)

Policies should be no more than a one page document that outlines an association need. They should have content referring to at least the following headings:

- Policy Statement
- Principles
- Responsibilities
- Reference documents such as procedures or work instructions
- Version control

Procedures (or where, when, who)

Procedures explain how the DSMRA undertakes the obligations identified in its constitution and policies. Ideally procedures should not be longer than a two page document. They may be They should have content referring to at least the following headings:

- Purpose
- Process
- Responsibilities
- Reference documents
- Version control

Work Instructions (or how)

Work instructions are a more detailed explanation of how DSMRA delivers all or part of a policy and/or a procedure. It is as detailed as necessary to ensure the desired outcome is achieved. They should have content referring to at least the following headings:

- Purpose and outcome(s)
- Responsibilities
- Instruction content
- Reference documents
- Version control