



Policy Management Policy

Section 1 - Overview

(1) This Policy sets out our commitment to maintaining a governance framework that is clear, consistent, practical and proportionate to the nature, size and activities of our Organisation.

(2) Good governance depends upon clearly communicating our commitments, responsibilities and organisational requirements. Our governance documentation provides the framework through which we direct our business activities, support consistent decision-making and demonstrate our governance practices to our clients and other stakeholders.

Section 2 - Scope

(3) This Policy applies to all Policies, Procedures, Guidelines, Directives and other governance documents developed, approved or published by or on behalf of the Organisation.

Section 3 - Policy

Governance Framework

(4) We will maintain a governance framework that is appropriate to the nature, size, structure and activities of our Organisation and supports good governance across our business.

(5) Our governance documentation will establish our organisational commitments, communicate mandatory requirements, support consistent decision-making and provide a clear framework for directing and managing our business activities.

Governance Documentation

(6) We will prepare governance documentation that is clear, consistent, practical and written in plain English appropriate to its intended audience.

(7) We will maintain a consistent document structure and use the Corporate Glossary to promote the consistent interpretation and application of terminology throughout our governance framework.

(8) We will minimise unnecessary duplication by using cross-references where appropriate and maintain governance documentation that is accurate, current and relevant to its purpose.

Document Management

(9) We will ensure governance documents are developed, approved, published, reviewed and maintained in a controlled and traceable manner.

(10) Only governance documents published through an approved corporate publication system represent the Organisation's current and authoritative governance position.

(11) We will establish review periods appropriate to the purpose and subject matter of each governance document and coordinate those reviews to maintain the accuracy, relevance and effectiveness of our governance framework.

(12) We will review governance documentation whenever significant changes to our business, legal or contractual obligations, products, services, risks or governance practices warrant an earlier review.

Maintaining the Framework

(13) We will withdraw or supersede governance documents that are no longer current or appropriate.

(14) We will maintain our governance framework so that it remains appropriate to the nature, size, structure and activities of our Organisation.

Section 4 - Procedures

(15) Refer to the [Policy Management Procedure](#).

Section 5 - Guidelines

(16) Nil.

Section 6 - Definitions

(17) Definitions applicable to this Policy are contained in the Corporate Glossary.

Status and Details

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Effective Date	29th June 2026
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Responsible Manager	Joanne Auld Director
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