



Policy Management Procedure

Section 1 - Overview

(1) This Procedure describes the process for developing, approving, publishing, reviewing and maintaining the Organisation's governance documentation.

Section 2 - Scope

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

Section 3 - Policy

(3) Refer to the [Policy Management Policy](#).

Section 4 - Procedures

Development

(4) Governance documentation should be developed where it is necessary to:

- a. establish or communicate organisational commitments;
- b. provide operational direction;
- c. support legal, contractual or regulatory obligations; or
- d. improve the governance of the Organisation.

(5) Governance documentation should be prepared in accordance with the Policy Management Policy and the Corporate Glossary.

Approval

(6) Governance documentation must be reviewed and approved by the Director before publication.

Publication

(7) Approved governance documentation must be published through the approved corporate publication system.

(8) Where appropriate, governance documents may be classified as Public, Internal or Restricted.

Review

(9) Governance documentation will be reviewed at the intervals determined by the Director or earlier where significant changes to the Organisation, its products, services, legal or contractual obligations, governance practices or risks

warrant review.

(10) Where a document is amended, the revised version will be reviewed, approved and published in accordance with this Procedure.

Withdrawal

(11) Where governance documentation is no longer required or has been superseded, it will be withdrawn from publication and, where appropriate, retained as part of the Organisation's governance records.

Section 5 - Guidelines

(12) Nil.

Section 6 - Definitions

(13) Definitions applicable to this Procedure are contained in the Corporate Glossary.

Status and Details

Status	Current
Effective Date	29th June 2026
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Responsible Manager	Joanne Auld Director
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