

1.6 Policy Review & Amendment Procedure

Adopted: 14 August 2025

Approved by: AUTRA Committee

1. Purpose

This policy ensures AUTRA's policies, codes, and procedures are up-to-date, compliant, and effective by setting out a clear process for review, amendment, approval, and communication. It aligns with the Sport Australia Governance Principles, supporting transparency, accountability, and continuous improvement.

2. Scope

Applies to all policies, codes, guidelines, and procedures formally adopted by AUTRA, including those required under the Sport Integrity Australia National Integrity Framework and Victorian/Governance law.

3. Statement of Commitment

AUTRA commits to:

- Maintaining current and relevant policies;
- Ensuring all policies comply with applicable laws, regulations, and standards;
- Engaging stakeholders in reviews;
- Transparent communication of approved amendments.

4. Definitions

- **Policy:** A formally adopted document on a specific area.
- **Policy Owner:** The person/role responsible for a policy's currency.
- **Policy Register:** The current list showing policies & review dates.

5. Roles & Responsibilities

- **AUTRA Committee:** Approves all policy amendments (except for minor admin updates), oversees this procedure.
- **Governance Officer:** Monitors, initiates scheduled or necessary reviews, leads drafts. Notifies members of changes
- **Members & Stakeholders:** Can provide feedback or request a review at any time via the Secretary.

6. Review Schedule

- Every policy is reviewed at least every two (2) years.
- Early review if:
 - Laws/regulations or Sport Australia/SIA policy changes.
 - Major AUTRA changes or incidents.
 - Stakeholder feedback reveals gaps or issues.

7. Review Process

1. **Initiation:** Governance officer checks register at least monthly, determining policies due for review in the next 3 months.
2. **Consultation:** Governance Officer gathers feedback from committee, members, and external advisors if needed.
3. **Draft Amendments:** All changes tracked, with rationale.
4. **Committee Review & Approval:** Drafts submitted for committee meeting and approval; changes minuted.
5. **Communication & Publication:** Updated policy circulated, published on AUTRA website, previous version archived.

8. Emergency Amendments

Through circular resolution the committee may approve urgent, temporary changes for legal or safety reasons; the Committee must ratify these at the next meeting.

9. Document Control

- Superseded versions archived and marked "Inactive"
- Policy Register updated with version, date, next review date

10. Review

This policy will be reviewed every two (2) years or sooner if required due to changes to AUTRA's governing rules, relevant laws, or integrity frameworks, or upon feedback/incident review.

11. Related Documents

- AUTRA Constitution/Rules of Association
- Policy Register
- Sport Australia Governance Principles
- Meeting Minutes & Records Policy

Appendix A – Policy Review Checklist (Mandatory Steps)

Purpose:

Checklist for every policy review or update.

1. Check scheduled review date in register
2. Consult relevant stakeholders if needed
3. Check for legislation/standards changes
4. Draft amendments with tracked changes
5. Present to Committee for approval
6. Record decision in minutes
7. Update the register
8. Communicate changes and publish updated policy
9. Archive old version

Compliance Note:

This policy is aligned with:

- Privacy Act 1988 (Cth)
- Associations Incorporation Reform Act 2012 (Vic)
- Sport Integrity Australia National Integrity Framework
- Sport Australia Member Protection Framework
- AUTRA Rules of Association

Contact: AUTRA Committee Secretary at secretary@autra.asn.au for questions or feedback.