

## 1. Purpose

This policy is to provide guidance to the creator of DMTC policies in terms of the requirements, scope, structure and approval of any new policy or revision to an existing policy.

## 2. Policy Scope/Coverage

This policy applies to DMTC staff who prepare and revise DMTC corporate policies and Board of Directors who have the authority to approve new or revisions to existing DMTC corporate policies.

The policy supports DMTC's commitment to sound corporate governance built on a solid framework for transparent decision making.

## 3. Policy Statement

DMTC staff will prepare policies that relate to the operations of the business. Each policy will provide DMTC staff with direction when conducting the business of the company. Specific actions to be undertaken may be specified in a DMTC procedure document which is linked to a policy.

A new policy will be created or an existing policy updated to meet legislative changes or stakeholder needs as they arise. As a minimum requirement, each policy will be reviewed annually to assess its relevance to DMTC operations and corporate strategy.

Existing policies which are deemed specifically applicable to the ARRC charter, require ARRC endorsement and subsequent Board approval. These policies are set out in section 4.1 below.

The remaining existing policies, which are set out in section 4.2 below, that require amendment or updating, can be approved directly by the Board, noting that the ARRC may be given the opportunity to review in draft form, subject to meeting timing.

Any new policies, where practical to do so, should be submitted to the ARRC for review for subsequent Board approval.

## 4. Linked Policies, Procedures and Forms

### 4.1. Policies specifically applicable to ARRC charter

- [Policy – Capital Expenditure](#)
- [Policy – Donations](#)
- [Policy – Employee Leave](#)
- [Policy – Financial Delegations](#)
- [Policy – Fraud and Corruption](#)
- [Policy – Internal Controls](#)
- [Policy – Risk Management](#)
- [Policy – Travel](#)

## 4.2. Policies not specifically applicable to ARRC charter

- [Policy – Anticompetitive Behaviour](#)
- Policy – Approval
- [Policy – Board Paper Retention](#)
- [Policy – Collaborative Business Relationship](#)
- [Policy – Communications](#)
- [Policy – Continuous Improvement](#)
- [Policy – Conflict of Interest](#)
- [Policy – Director Independence](#)
- [Policy – Director Remuneration](#)
- [Policy – Director Tenure and Skills Matrix](#)
- [Policy – Diversity and Inclusion](#)
- [Policy – Divisional Operations](#)
- [Policy – Environmental](#)
- [Policy – Intellectual Property](#)
- [Policy – OH&S](#)
- [Policy – Privacy](#)
- [Policy – Program and Project Management](#)
- [Policy – Quality Statement](#)
- [Policy – Research Ethics & Biorisk Management](#)
- [Policy – Responsible Conduct of Research](#)
- [Policy – Security](#)
- [Policy – Short Term Incentive](#)
- [Policy – Social Media](#)
- [Policy – Technology Commercialisation and Utilisation](#)
- [Policy – Whistleblower](#)