

Policy Management Policy

Version 1.0

November 2025

1. Purpose

The NSW State Emergency Service (SES) is committed to developing, implementing and managing policy documents that are current, reliable, accessible and easy to understand. Effective policy management will ensure NSW SES remains member and community focused while continuing to meet legislative and regulatory obligations, government directives and strategic objectives including its responsibilities under the:

- *State Emergency Service Act 1989 (NSW)*
- *State Emergency and Rescue Management Act 1989 (NSW)*

2. Scope and Application

This policy supports the NSW SES' approach to ensuring policy documents are effective and consistent with the [Policy Lifecycle Management Procedure](#).

This policy applies to any NSW SES Member involved in the development, implementation, review and management of policy documents. All such members should have awareness and understanding of this policy and related procedures.

3. Policy Principles

NSW SES policy documents must:

- 3.1 Comply with relevant legislation, regulation, and government policy and directives.
- 3.2 Be designed and developed with NSW SES Members in mind.
- 3.3 Enable NSW SES Members to effectively fulfil their duties and responsibilities.
- 3.4 Have a clearly established Accountable Owner and Responsible Owner.
- 3.5 Be approved by the appropriate level of management.
- 3.6 Be managed in line with NSW SES Records Management policies and procedures.

- 3.7 Be implemented to achieve the purpose of the document.
- 3.8 Be monitored and reviewed to support continuous improvement and maintain currency.

4. Supporting Information

- [Policy Lifecycle Management Procedure](#)
- [Governance Framework](#)
- *Government Information (Public Access Act) 2009* (NSW)
- *State Records Act 1998* (NSW)

5. Support and Advice

If you require support or advice regarding this document, contact:

- Your manager or chain of command
- Policy Team – policy@ses.nsw.gov.au



6. Document Control

Document name	Policy Management Policy
Current version #	1.0
Directorate	Organisational Strategy, Planning and Performance (OSPP)
Effective	04/11/2025
Next review	04/11/2030
Rescinds	<i>Policy Framework v4.1 Feb25</i>

Approval

Version #	Date	Title	Owners
1.0	02/10/2025	Senior Manager Governance and Policy	Responsible Owner
1.0	08/10/2025	Director, OSPP	Accountable Owner
1.0	13/10/2025	Deputy Commissioner, Corporate Services	
1.0	22/10/2025	Commissioner	

Version history

Version #	Date	Author	Summary of Changes
1.0	02/10/2025	Policy Team	Full review, update and name change of superseded <i>Policy Framework v4.1 Feb25</i> . Includes development of updated procedure and suite of supporting documents and templates.

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