Checklist for the Development of New Policies, Procedures, Guidelines and Codes of Practice

Please read the Policy Framework, and the Policy Drafting, Review and Approval Guidelines before commencing the process below.

• Is the matter of University-wide and on-going significance?
• Will a policy document have a tangible impact?
• Does the policy document extend beyond a description of operational processes?
• Is there another appropriate way to address the matter at hand?
• Is there an existing policy able to be amended to deal with the matter at hand?

Section 3(a) Policy Drafting, Review and Approval Guidelines

• Determine the initial content of the policy document (often in consultation with relevant parties). Different approaches may be appropriate for determining the initial content of a policy document, from a single staff member drafting the initial content, to the establishment of a working group to determine content.
• Consider whether the document should be classified as Policy, Procedures, Guidelines or a Code of Practice

Sections 3(b) – (c) of the Policy Drafting, Review and Approval Guidelines

• Consultation allows testing for broad acceptance and understanding of the proposed document, and the identification of any relevant matters that may have been overlooked in the initial drafting

Section 6 of the Policy Drafting, Review and Approval Guidelines

New polices being sent for final approval must (in order):
• be sent to the Policy Sponsor for endorsement
• be sent to the Policy Management Group for endorsement
• be sent to the appropriate Approval Body for final approval

Sections 7(a) – (f) of the Policy Drafting, Review and Approval Guidelines

Following approval, the Responsible Officer must:
• make any changes required by the Approval Body
• provide the Secretary of the Policy Management Group with the finalised copy of the policy document
• ensure completion of the Implementation and Communication plan

Section 7(g) of the Policy Drafting, Review and Approval Guidelines

STEP 1
Evaluate the need for a formal University-level policy document

STEP 2
Draft policy document

STEP 3
Undertake consultation and amend as necessary

STEP 4
Seek approval

STEP 5
Change, Communicate and Implement

31 July 2020