

STANDARD OPERATING PROCEDURE

Title:	Policy Amendment (including review) and Development		
Section:	Governance Services	Date Devised:	21 May 2020
		Date Revised:	N/A
Contact:	Policy Manager	Endorsed By:	Director, Governance Services

AMENDMENT TO EXISTING POLICY (incl. minor or other amendments required as a result of a regular review process)

No.	Action	Responsible Officer	Timing
1.	Minor amendment		As required.
1.1	Email the Policy Unit with details of the policy and the required amendment.	Proposer	<i>Note: A minor amendment is an amendment that does not change the scope, intent, or application of the policy document - e.g. changes to position titles as a result of organisational change, broken hyperlinks, and typographical errors.</i>
1.2	Policy Unit publishes amendment on Policy Central, and notifies proposer; OR	Policy Unit	
1.3	Policy Unit advises that amendment is not minor and provides guidance per 'Other amendment' process below.	Policy Unit	
2.	Other amendment		As required.
2.1	Email the Policy Unit with details of the policy and the required amendment.	Proposer	<i>Note: Depending on the nature and context of the amendment formal approval from the Approval Authority may be required.</i>
2.2	Policy Unit emails current Word-version of policy document to proposer.	Policy Unit	
2.3	Proposer records amendment in track changes and returns to Policy Unit.	Proposer	
2.4	Policy Unit reviews amendment and provides feedback/advice to Proposer, including recommended consultation process and requirements for approval.	Policy Unit	
2.5	Proposer obtains 'Approval to Proceed' from Approval Authority and provides to Policy Unit.	Proposer	
2.6	Proposer emails updated Word-version of amended policy document to Policy Unit for commencement of consultation process (i.e. submission to Virtual Policy Working Group and/or other stakeholders as identified).	Proposer	
2.7	Following consultation process, Policy Unit sends final draft of amended document to Proposer for submission to Endorsing Officer/Body (e.g. Executive Group member, Committee of Academic Senate etc.).	Policy Unit / Proposer	
2.8	Proposer updates amended document (if required) following endorsement and sends to Approver.	Proposer	
2.9	Proposer sends evidence of approval and final approved track changed policy document to Policy Unit.	Proposer	
2.10	Policy Unit publishes amendment on Policy Central and notifies Proposer.	Policy Unit	
2.11	Proposer notifies stakeholders of the policy amendment.	Proposer	

POLICY CYCLE - NEW POLICY

No.	Action	Responsible Officer	Timing
1.	New Policy Document		
1.1	Proposer emails Policy Unit specifying: a) rationale for new policy (e.g. policy gap due to new or changed legislative/compliance requirements); b) recommended consultation process; and c) research or benchmarking that supports proposal.	Proposer	As required. <i>Note: Refer Policy Toolkit Stage - 1 Approval to Proceed Policy Templates</i>
1.2	Policy Unit provides feedback/guidance on: a) best approach e.g. new policy or modification of an existing policy; b) consultation/benchmarking; c) appropriate Approval Authority; and d) policy development process.	Policy Unit	
1.3	Proposer obtains approval to develop new policy document using Approval to Proceed Checklist *.	Proposer	<i>*In the case of learning and teaching policies, an Approval to Proceed may result from an annual planning process by Academic Senate and/or its Committees.</i>
1.4	Proposer emails signed Approval to Proceed Checklist* to Policy Unit.	Proposer	
1.5	Policy Unit will contact Proposer to progress development of new policy through the remaining stages: Stage 2 – Drafting/Writing; Stage 3 – Consultation; Stage 4 – Document Approval; Stage 5 – Publication; and Stage 6 – Implementation/Communication.	Policy Unit	Policy Toolkit and Templates

Related Documents:
[Guidance Note](#)

 Delegations of Authority [Register](#)

 Policy Framework [Policy](#) / [Procedure](#)
[Policy toolkit and templates](#)