

GUIDANCE NOTE FOR POLICY DEVELOPMENT/REVIEW

May 2020

Note: This Guidance Note has been prepared to provide staff with guidance on amendment or development of policy documents. This Guidance Note should be read in conjunction with the [Standard Operating Procedure \(SOP\) – Policy Amendment \(including review\) and Development](#). If you have any issues or queries please contact the Policy Unit policy@mq.edu.au.

Policy Documents	
What is a Policy Document?	Policy Documents are policies, codes, schedules, procedures and associated instructions. Rules are also considered Policy Documents.
What is a Policy?	A Policy is a strategic statement of the principles, intent and values governing decision-making and operations in the University. Policies are typically supported by Procedures and/or Supporting Materials.
What is a Procedure?	A Procedure is a statement of the responsibilities and actions that must be undertaken to implement the operational activities of the University. Procedures typically contain workflows and may be accompanied by associated instructions.
What is a Schedule?	A Schedule is a supplementary mandatory requirement that is typically subject to frequent (generally annual) change. For example admission criteria, travelling allowances, room hire rates. A Schedule has the same authority as the associated Policy Document.
What is a Rule?	Rules are made by the University Council or the Vice-Chancellor. Rules give effect to the Macquarie University Act and the By-Law.
How do I find Policy Documents?	Policy Central is the University's repository for all approved Policy Documents. Policy Central provides a range of search options. To view all Policy Documents use the A to Z list .
How long is a Policy Document valid?	When a Policy Document is approved the Date for Next Review is set. The Policy Document remains in force until that review is completed. The standard review period is three years, although the date can be set earlier if appropriate. A Policy Document will cease to be valid if superseded by another Policy Document or Rule.
Who do Policy Documents apply to?	The Scope section of a Policy / Procedure establishes who the document applies to, for example application to staff, students and University Controlled Entities.
Policy Development	
What if I need a new policy?	Contact the Policy Unit to discuss the required steps. For more information refer to the <i>Policy Cycle – New Policy</i> section of the SOP – Policy Amendment (including review) and Development .
What is the Policy Cycle?	The Policy Framework Policy / Procedure establishes the Policy Cycle. There are seven stages to the Policy Cycle: <ol style="list-style-type: none"> 1) Approval to Proceed 2) Drafting/Writing 3) Consultation 4) Document Approval 5) Publication 6) Implementation and Communication 7) Evaluation and Review
Is there a required template for Policy Documents?	Yes, the approved templates can be accessed via Policy Toolkit and Templates .
Policy Amendment and Review	
If I see a policy that is not right, what do I do?	Email your concerns to the Policy Unit . For more information refer to the <i>Amendment to Existing Policy</i> section of the SOP – Policy Amendment (including review) and Development .

Who initiates Policy Review?	<p>Policy review is typically initiated by the Approval Authority, Implementation Officer, a staff member via the Implementation Officer, or the Policy Unit.</p> <p>Before any redrafting of an existing Policy Document begins you must contact the Policy Unit for advice, and obtain an Approval to Proceed from the relevant Approval Authority per University Delegations of Authority.</p> <p>In the case of Learning and Teaching Policy Documents, an Approval to Proceed may result from annual project planning by Academic Senate and/or its Committees.</p>
Approval and Consultation	
Who approves a Policy Document?	<p>Policy Documents must be approved by the appropriate Approval Authority in accordance with University Delegations of Authority (refer to the Delegations of Authority Register Ref 1.1.).</p>
Who implements a Policy Document?	<p>The Approval Authority is ultimately responsible for ensuring implementation and compliance with policy directions. In practice, this is normally undertaken by the Implementation Officer working with relevant stakeholders.</p>
Who should be consulted?	<p>The Policy Unit must be consulted in order to provide expert advice and guidance.</p> <p>Consultation is key to successful policy development. Consultation should include, as appropriate:</p> <ul style="list-style-type: none"> • Senior Executive; • Content matter experts; • Business systems experts; • Frontline staff; and • Representatives from committees that have a role in approving policy documents. <p>Where a policy document is to be approved or endorsed by Academic Senate or its Committees the Implementation Officer must ensure that consultation has occurred with the Secretariat Services team, and that timeframes / meeting dates of Academic Senate and its Committees have been adequately considered.</p>
Policy Advice	
Who can provide me with policy advice?	<p>The Policy Unit manages the University Policy Framework and provides quality assurance for University policy documents. The Policy Unit is located in Corporate Secretariat and Governance Services (Office of General Counsel) and reports to Head of Corporate Secretariat and Governance Services. The Policy Unit:</p> <ul style="list-style-type: none"> • provides expert advice and assistance to policy writers and policy approvers across the University on policy development, approval, implementation and review; • ensures each Policy Document is clear, coherent and consistent with the requirements of the Policy Framework and aligned with other governance documents; and • maintains and updates Policy Central.
How can I obtain a PDF or Word version of a policy document?	<p>Contact the Policy Unit.</p>

Related Documents:

[Standard Operating Procedure \(SOP\) – Policy Amendment \(including review\) and Development](#)

Delegations of Authority [Register](#)

Policy Framework [Policy / Procedure](#)

[Policy toolkit and templates](#)