

Policy Framework Procedure

Section 1 - Purpose

(1) This Procedure specifies the responsibilities and actions required when developing a Policy Document or reviewing an existing Policy Document in accordance with the [Policy Framework Policy](#).

Scope

(2) All University staff involved in the development, approval, communication, implementation or review of institutional Policy Documents.

Section 2 - Policy

(3) Refer to the [Policy Framework Policy](#).

Section 3 - Procedures

Responsibilities and Required Actions

(4) Refer to the [Policy Framework Procedure Flowchart](#).

(5) All University staff must follow the stages of the Policy Cycle established under the [Policy Framework Policy](#) and this Procedure.

(6) The Policy Unit must be consulted when a new Policy Document is being developed or is proposed, and during the review of existing Policy Documents.

Section 4 - Guidelines

(7) Nil.

Section 5 - Definitions

(8) Definitions specific to this Procedure are contained in the [Policy Framework Policy](#).

Status and Details

Status	Historic
Effective Date	22nd February 2021
Review Date	22nd February 2023
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Approval Date	15th March 2018
Expiry Date	10th April 2025
Responsible Executive	S. Bruce Dowton Vice-Chancellor
Responsible Officer	Sophie Buck Director, Governance Services
Enquiries Contact	Governance Services