

# Policy Framework Procedure

## Section 1 - Purpose

(1) This Procedure specifies the process for the development and review of Policy Documents in accordance with the [Policy Framework Policy](#).

### Scope

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

## Section 2 - Policy

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

## Section 3 - Procedures

### Policy Cycle

(4) The policy cycle involves the following seven (7) stages:

#### Stage 1: Initiation

(5) All proposed new Policy Documents and substantive amendments to existing Policy Documents should be initiated by the relevant Responsible Executive or Responsible Officer.

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

(7) Administrative amendments to existing Policy Documents may be submitted directly to the Policy Unit for review/processing and, where appropriate, approval by the Director, Governance and Compliance. Administrative amendments are changes that do not impact on the scope, intent, or application of the Policy Document (for example changes to functional areas/position titles as a result of organisational change, broken hyperlinks, typographical errors).

#### Stage 2: Drafting

(8) Policy Documents must be drafted using the approved template (refer to the [Resources](#) webpage in [Policy Central](#)).

#### Stage 3: Consultation

(9) Consultation is a key component of the effective development or revision of Policy Documents and should be appropriate in consideration of the stakeholders of a Policy Document and provide sufficient time for the provision of feedback.

(10) The [Policy Central Bulletin Board](#) will be used to publish draft Policy Documents, which are available for open consultation or limited audience consultation.

(11) All Policy Documents that impact workplace relations, human resources, and other staffing matters must be referred to Human Resources for consultation with staff and union representatives, as appropriate, in accordance with the University's [Enterprise Agreements](#).

(12) Students will have access to draft documents in accordance with their representation on University committees or sub-committees, or through open or limited audience consultation.

(13) For quality assurance, the Policy Unit must be consulted throughout the drafting process. The final draft should be submitted to the Policy Unit with adequate time for review prior to the approval process.

#### **Stage 4: Approval**

(14) The finalised draft Policy Document must be approved by the relevant Approval Authority (or the Delegate's Authorised Agent) in accordance with the [Reserved Powers of Council and Committees](#) and/or the [Delegations of Authority Register](#). The Approval Authority for each Policy Document is recorded on the Status and Details tab ([Policy Central](#)).

(15) Where the application of a Policy Document has a significant impact on more than one functional area, it may be appropriate for the document to be endorsed by an appropriate senior officer in the other functional area prior to approval by the Approval Authority.

(16) A copy of the Approval Authority's confirmation of approval must be provided to the Policy Unit with the final approved version of the Policy Document in order for this to be published in Policy Central.

(17) A Policy Document will remain in force unless it is formally expired by the relevant Approval Authority or replaced by another version of the Policy Document.

#### **Stage 5: Publication and Communication**

(18) The Policy Unit is responsible for administering approved Policy Documents in [Policy Central](#).

(19) Recently approved Policy Documents will be listed on the [Bulletin Board](#), and the Policy Unit will coordinate periodic notifications via relevant online communications. The Responsible Executive and/or the Responsible Officer will notify stakeholders as appropriate.

#### **Stage 6: Implementation**

(20) The Responsible Officer should develop an implementation plan. The plan should indicate how the expected impact of implementation has been considered, including any impacts on budget and other resources, systems, business processes, and required training.

#### **Stage 7: Review**

(21) Policy Documents will be reviewed in accordance with the scheduled date, unless otherwise required.

(22) The review (including consultation) of Policy Documents will be led by the Responsible Officer or the Responsible Executive.

### **Reporting**

(23) The Director, Governance and Compliance will report regularly to the Academic Senate on the progress of the review or development of academic Policy documents (and, where appropriate, other related Policy Documents).

(24) The Vice-Chancellor will report regularly to the Council on new and revised Policy Documents.

## Section 4 - Guidelines

(25) Nil.

## Section 5 - Definitions

(26) The following definitions apply for the purpose of this Policy:

- a. Approval Authority means the name of the position or committee that is responsible for approving a Policy Document in accordance with the [Delegations of Authority Register](#). The Approval Authority is ultimately responsible for subsequent compliance.
- b. Policy Document(s) refers to policies, codes, procedures, guidelines and any appendices and/or schedules of these.
- c. Responsible Officer means the position responsible for monitoring the effectiveness of a Policy Document and for its review.
- d. Responsible Executive means the position with overarching responsibility for monitoring the effectiveness of a Policy Document and for its review.
- e. Policy Framework means the mandated system for the development, approval, communication, implementation, and review of University Policy Documents.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	11th April 2025
<b>Review Date</b>	11th April 2030
<b>Approval Authority</b>	Vice-Chancellor
<b>Approval Date</b>	11th April 2025
<b>Expiry Date</b>	Not Applicable
<b>Responsible Executive</b>	S. Bruce Dowton Vice-Chancellor
<b>Responsible Officer</b>	Linda Breen Director, Governance and Compliance +61 2 9850 4869
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