

Policy Development and Review Procedures

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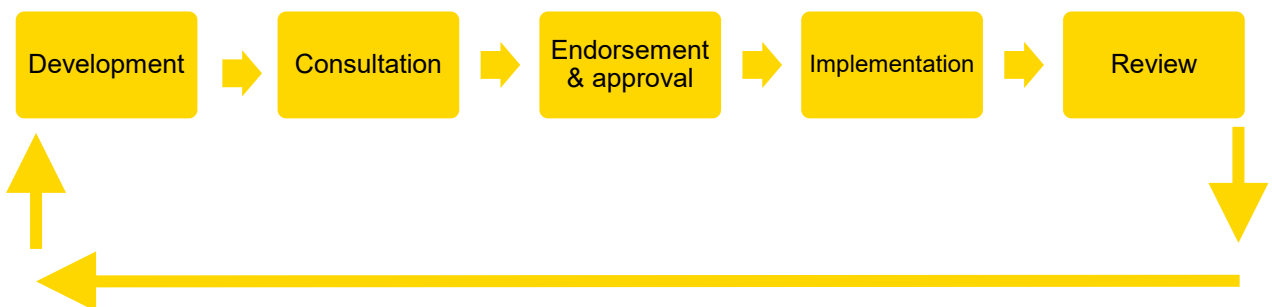
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1. Governing Policy

[Policy Framework](#)

2. Purpose

- a. These procedures set out the requirements and responsibilities for:
 - i. the development of new and significantly revised policies and procedures
 - ii. the review of all policies and procedures.
- b. These procedures may be applied to minor revisions to a policy or procedures (i.e. amendments that do not change the substantive content, meaning or intent), adjusted to the size, nature, complexity etc. of the revisions, but are not mandatory for such revisions.



3. Development

3.1. Identifying the need and planning

Responsible Officer	<ul style="list-style-type: none">a. Determine whether a new policy/procedures or substantive revision of a policy/procedures is needed, taking into account:<ul style="list-style-type: none">i. whether a University-wide policy/procedures is needed, or whether the issue is better managed at an operational levelii. application of external or internal changes (e.g. new legislation, new University activity)iii. changes in strategies or circumstancesiv. the review cyclev. problems associated with implementing and interpreting policies/procedures or gaps in policy/procedures coverage identified through feedback and experience.b. Consult with Policy and Secretariat to ensure the matter is not already addressed in another existing policy/procedures and to seek advice about the development, consultation and approval process.c. For new or significantly revised policies/procedures, seek endorsement from the relevant approval authority (or responsible senior executive in the case of Council or Academic Senate approved policies) of the identified need and plan for the development process.d. If deemed appropriate by the approval authority/responsible senior executive, discuss the identified need and planned development process with the Senior Executive Team (SET) before any development work begins.
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3.2. Writing and content

Principal policy writer	<ul style="list-style-type: none">a. Use the Policy Template or Procedures Template available from Policy and Secretariat.b. Use plain, gender-neutral English, be concise, avoid long jargon and long paragraphs, write from the point of view of the intended audience, and use present tense and active voice where possible.c. Make mandatory requirements clear through the use of 'must' not 'should' or 'shall'.d. Avoid use of terms such as 'generally' and 'normally'. If an exceptions or discretionary provision is required, provide detail of who can approve.e. Avoid excessive use of definitions, and use the Common Definitions (<i>under development</i>) where possible.f. Allocate authorities and responsibilities to positions, not organisational units, consistent with the Delegations Policy.
Responsible Officer	<ul style="list-style-type: none">g. Maintain an overview of the content as it is developed and ensure that the content appropriately responds to identified issues.h. Ensure that communication and implementation plans are developed.

4. Consultation

Responsible Officer

- a. Ensure consultation occurs with key stakeholders, in particular those impacted by the policy/procedures or with responsibilities or authorities.
- b. Invite any further consultation deemed appropriate as the policy/procedures is developed, including consultation to ensure any relevant diversity and inclusivity, academic freedom and freedom of speech considerations are contemplated.
- c. Once a new or significantly amended policy or procedures is in near final form, unless the relevant approval authority/responsible senior executive has determined otherwise, ensure the draft is made available online for open consultation, in accordance with the process established by Policy and Secretariat.
- d. Ensure that consultation feedback is considered before the draft is finalised.
- e. Refer a finalised draft to Policy and Secretariat to review for quality and facilitate endorsement and approval.

5. Endorsement and approval

Policy and Secretariat, in conjunction with the Responsible Officer

- a. Ensure that the finalised draft is submitted for endorsement to relevant officers and to any relevant committees or stakeholder groups (including SET).
- b. Once the necessary endorsements are obtained, submit the policy/procedures to the appropriate approval authority.

6. Implementation

After approval:

Responsible Officer

- a. Ensure that any communication and implementation requirements are put into operation.

Policy and Secretariat

- b. Upload new or amended policy/procedures to the online Flinders Policy Library.
- c. Ensure that new/amended documents are filed in the University's records management system together with the record of approval.

7. Review

Policy and Secretariat

- a. Maintain a database of the approval and review dates for all policies and procedures.
- b. Advise the relevant Responsible Officer when a policy or procedures is due for review.

	c. Ensure the Policy and Procedures Templates, list of Common Definitions and any other guidance information on policy development are reviewed and updated as required.												
Responsible Officer	<p>d. Arrange the review of all policies and procedures for which they are the Responsible Officer at least every three years.</p> <p>e. Following review, determine one of the following outcomes, with associated consequential actions:</p> <table border="1"> <tr> <td>i.</td> <td>Major changes required</td> <td>Apply Procedures 1 to 6.</td> </tr> <tr> <td>ii.</td> <td>Minor changes required that do not change the substantive content, meaning or intent, or which are a consequential effect of decisions approved under appropriate authority</td> <td>Complete the Review Report provided by Policy & Secretariat and submit to Policy and Secretariat, with the amended policy/procedures.</td> </tr> <tr> <td>iii.</td> <td>No changes required</td> <td>Complete the Review Report and submit to Policy and Secretariat.</td> </tr> <tr> <td>iv.</td> <td>No longer required</td> <td>Recommend that the approval authority approve the rescission of the policy/procedures, and consult with Policy and Secretariat to arrange approval.</td> </tr> </table> <p>f. Ensure that documentation on the review process applied and the basis for the decision to make minor changes, continue unchanged or rescind is filed in the University's records management system.</p>	i.	Major changes required	Apply Procedures 1 to 6.	ii.	Minor changes required that do not change the substantive content, meaning or intent, or which are a consequential effect of decisions approved under appropriate authority	Complete the Review Report provided by Policy & Secretariat and submit to Policy and Secretariat, with the amended policy/procedures.	iii.	No changes required	Complete the Review Report and submit to Policy and Secretariat.	iv.	No longer required	Recommend that the approval authority approve the rescission of the policy/procedures, and consult with Policy and Secretariat to arrange approval.
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8. Resources

[Delegations Policy](#)

Approval Authority	General Counsel and University Secretary
Responsible Officer	General Counsel and University Secretary
Approval Date	23 February 2021
Effective Date	23 February 2021
Review Date*	February 2024
Last amended	General Counsel and University Secretary, 17 March 2022
CM file number	CF17/510

* Unless otherwise indicated, this procedure will still apply beyond the review date.

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