

Policy Development and Review Procedures

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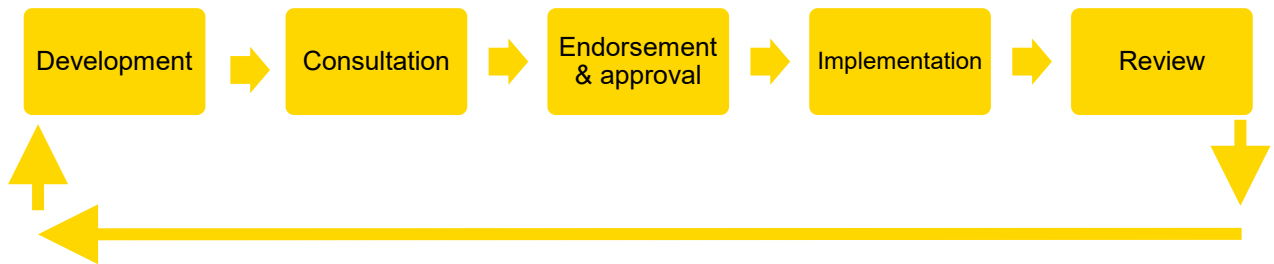
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1. Governing Policy

[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 do not apply to minor revisions to a policy or procedures (i.e. amendments that do not change the substantive content, meaning or intent), but may be used for the development of such revisions, adjusted to the size, nature, complexity etc.



3. Development

3.1. Identifying the need and planning

Responsible Officer

- a. Determine whether a new policy/procedures or substantive revision of a policy/procedures is needed, taking into account:
 - i. whether a University-wide policy/procedures is needed, or whether the issue is better managed at an operational level
 - ii. application of external or internal changes (e.g. new legislation, new University activity)
 - iii. changes in strategies or circumstances
 - iv. the review cycle
 - v. problems associated with implementing and interpreting policies/procedures or gaps in policy/procedures coverage identified through feedback and experience.
- b. Consult with the Senior Policy and Projects Officer and other relevant stakeholders (which may include the responsible senior executive or the Senior Executive Team (SET)) to:
 - i. ensure the matter is not already addressed in another existing policy/procedures
 - ii. seek advice about the development, consultation and approval process
 - iii. discuss the identified need and planned development process.

3.2. Writing and content

Responsible Officer

- a. Use the Policy Template or Procedures Template available from the Senior Policy and Projects Officer.
- 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, where possible.
- f. To the extent possible, allocate authorities and responsibilities to positions, not organisational units, consistent with the [Delegations Policy](#).
- g. Ensure that the content appropriately responds to identified issues.
- h. Ensure that communication and implementation plans are developed.

4. Consultation

Responsible Officer	<ul style="list-style-type: none"> a. Convene a working group to provide feedback, assist with content development, and assess open consultation responses (if required). The working group is to be a broad representation of key stakeholders and areas most impacted. This may include a representative from: <ul style="list-style-type: none"> i. Governance, Legal and Risk ii. College(s) iii. Portfolio(s) e.g. People and Culture, Student Administration Services iv. Students b. Invite any further consultation deemed appropriate as the policy/procedures is developed, including consultation to ensure any relevant diversity and inclusivity (e.g. Aboriginal and Torres Strait Islander perspectives), 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, provide the draft to the Senior Policy and Projects Officer to make it available online for open consultation. d. Ensure that consultation feedback is considered for any effect on the policy/procedures or implementation plans before the draft is finalised. Respond to consultation feedback, if appropriate. e. Refer a finalised draft to the Senior Policy and Projects Officer to review for quality and provide advice on endorsement and approval.
Senior Policy and Projects Officer	<ul style="list-style-type: none"> f. Make draft new or significantly revised policies/procedures available online for open consultation for a period of two weeks, unless the relevant approval authority/responsible senior executive determines a different consultation period. g. Collate open consultation responses and provide them to the Responsible Officer for consideration.

5. Endorsement and approval

Responsible Officer, in conjunction with the Senior Policy and Projects Officer	<ul style="list-style-type: none"> a. Submit the finalised draft to relevant officers and to any relevant committees or stakeholder groups (including SET where appropriate). b. Once the necessary endorsements are obtained, submit the policy/procedures to the appropriate approval authority.
Senior Policy and Projects Officer	<ul style="list-style-type: none"> c. Provide advice and support to Responsible Officers and approval authorities in relation to endorsement and approval responsibilities and authorities in accordance with the Policy Framework.

6. Implementation

After approval:

Responsible Officer	a. Ensure that communication and implementation plans and requirements are put into operation.
Senior Policy and Projects Officer	c. Publish new or revised policy/procedures to the online Flinders Policy Library . d. Ensure that new/revised documents are filed in the University's records management system together with the record of approval. e. Arrange a general communication (e.g. via Flinders In Touch) of the availability of the new or revised policy/procedures to all staff and/or students, as appropriate.

7. Review

Senior Policy and Projects Officer	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 and the process required to carry out the review. c. Ensure that review documentation is filed in the University's records management system. d. Ensure the Policy and Procedures Templates, and any other guidance information on policy development are reviewed and updated as required.													
Responsible Officer	e. Review relevant policies and procedures at least every three years in accordance with the process established by Governance. f. Following review, determine one of the following outcomes, with associated consequential actions: <table border="1" data-bbox="560 1435 1482 1906"> <tr> <td data-bbox="560 1435 619 1491">i.</td> <td data-bbox="619 1435 943 1491">Major changes required</td> <td data-bbox="943 1435 1482 1491">Apply Procedures 1 to 6.</td> </tr> <tr> <td data-bbox="560 1491 619 1630">ii.</td> <td data-bbox="619 1491 943 1630">Minor changes required</td> <td data-bbox="943 1491 1482 1630">Complete the Review Report provided and submit it to the Senior Policy and Projects Officer, together with the revised policy/procedures.</td> </tr> <tr> <td data-bbox="560 1630 619 1742">iii.</td> <td data-bbox="619 1630 943 1742">No changes required</td> <td data-bbox="943 1630 1482 1742">Complete the Review Report provided and submit it to the Senior Policy and Projects Officer.</td> </tr> <tr> <td data-bbox="560 1742 619 1906">iv.</td> <td data-bbox="619 1742 943 1906">No longer required</td> <td data-bbox="943 1742 1482 1906">Recommend that the approval authority approve the rescission of the policy/procedures, and consult with the Senior Policy and Projects Officer to arrange approval.</td> </tr> </table>		i.	Major changes required	Apply Procedures 1 to 6.	ii.	Minor changes required	Complete the Review Report provided and submit it to the Senior Policy and Projects Officer, together with the revised policy/procedures.	iii.	No changes required	Complete the Review Report provided and submit it to the Senior Policy and Projects Officer.	iv.	No longer required	Recommend that the approval authority approve the rescission of the policy/procedures, and consult with the Senior Policy and Projects Officer 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	24 November 2023
Effective Date	24 November 2023
Review Date*	2026
Last amended	
CM file number	CF17/510

* Unless otherwise indicated, this policy or procedures still apply beyond the review date.

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