

# Policy Development Procedure

## Section 1 - Purpose / Objectives

(1) This policy development procedure describes the operational processes required to develop, review and maintain University policy and procedure in a consistent manner.

## Section 2 - Scope / Application

(2) This procedure applies to:

- a. All policy and procedure across the University.
- b. All staff that work with and develop policy and procedure.

## Section 3 - Definitions

(3) Not applicable.

## Section 4 - Policy Statement

(4) Nil

## Section 5 - Procedures

### Part A - Roles/Responsibilities

Roles	Responsibility
Policy Makers	Policy Makers vary based on the policy category: Governance policy is made by the Council after considering any advice from the Academic Board and the Vice-Chancellor. Academic policy is made by the Vice-Chancellor after considering any advice from the Academic Board. Operational policy is made by the Vice Chancellor.
Policy Owner (VU Business Unit)	Manages policy development, review and maintenance. Identifies areas requiring policy change or creation. Authorises and oversees the policy brief for policy development. Seeks advice from relevant bodies/authorities on developed policy and seeks approval from the relevant Policy Maker. Implements approved policy. Reviews policy need and content every 3 years or earlier if required.
Policy Advisor (VU Business Unit)	Drafts policy brief to capture an identified need for policy change or creation. Provides ongoing direction and input to the Senior Policy Manager throughout the development of a policy. Assesses feedback received on developed policy and makes suggestions on required changes to the Senior Policy Manager. Drafts and manages any procedures that support a policy. Ensures the currency of any procedures that support a policy.

Senior Policy Manager (Legal, Governance & Risk)	Manages the policy development process. Manages overall policy scope and quality. Reviews submitted policy brief, determines whether the identified need is best met by policy and makes a recommendation to the Policy Advisor on how to proceed. Drafts policy content with input from Policy Advisor and relevant stakeholders. Conducts consultation on developed policy and makes required changes after considering feedback. Communicates approved policy to the University community. Determines whether a policy change is minor or substantive.
--------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## Part B - General

### Procedures

(5) The diagram attached provides a flowchart view of the policy development process.

(6) The table below provides further detail about the steps in the process.

Step Name	Responsibility	Responsibility
Establish requirement for policy	Policy Owner	Identifies areas requiring policy change or creation.
Request policy brief to be prepared	Policy Owner	Request that the Policy Advisor create a policy brief to capture the identified need and required content.
Draft policy brief	Policy Advisor	Draft policy brief capturing the identified need and required content based on research and input from the Policy Owner and other relevant stakeholders.
Review policy brief	Senior Policy Manager	Determine if the need is met by policy or whether other means (e.g. procedure) are more appropriate. Assess whether the identified need and required content is consistent with and does not duplicate other University statute, regulation or policy. Determine if any existing policy or procedure relates to the need, and whether amendment to existing policy or procedure are required. Classify the policy under one of the following categories: governance, academic or operational.
Make recommendation	Senior Policy Manager	Make one of the following recommendations following the review of the policy brief: Create new policy. Amend existing policy. No policy change required.
Consult relevant stakeholders and develop policy content	Senior Policy Manager	Draft policy. Consult relevant stakeholders to assess impact of required content and seek feedback to improve policy content.
Seek feedback on policy	Senior Policy Manager	Publish and communicate developed policy on the online consultation noticeboard for a minimum period of 10 business days. Consult with University community on developed policy and seek feedback.
Assess feedback	Policy Advisor	Assess feedback and suggest required changes to Senior Policy Manager.
Update policy to reflect required changes	Senior Policy Manager	Assess feedback. Assess suggested changes from Policy Advisor. Make changes to policy.
Seek advice from relevant bodies/authorities	Policy Owner	If the policy is a governance policy, submit the policy to the Academic Board and Vice-Chancellor for advice to the Council. If the policy is an academic policy, submit the policy to the Academic Board for advice to the Vice-Chancellor. If the policy is an operational policy, submit the policy to the Vice-Chancellor's management committee for advice to the Vice-Chancellor.
Submit policy to Policy Maker	Policy Owner	If the policy is a governance policy, submit the policy to the Council for making. If the policy is an academic policy or operational policy, submit the policy to the Vice-Chancellor for making.

Communicate approved policy	Senior Policy Manager	Communicate to the University community that the policy has been approved via email announcement and the central policy register.
Implementation of policy	Policy Owner	Implement policy across the University.

### **Policy Review and Maintenance**

(7) All approved policy must be reviewed every three years by the Policy Owner to ensure that policy is current and accurate. Policy may be reviewed earlier if the need arises (i.e. changes to identified need and required content).

(8) Policy review may move through the same process for policy development if substantive change is required. Minor changes can be approved by the Policy Owner.

(9) The Senior Policy Manager will determine whether a change is minor or substantive.

- a. A minor change to policy includes cosmetic changes to ensure that the policy is current, up to date, succinct and clear. A minor change will not alter the effect or application of the policy.
- b. A substantive change to policy impacts the effect or application of the policy.

(10) The only definitions used in policy are the key definitions found at [site currently under development]. The Senior Policy Manager is responsible for keeping the list of definitions relevant and up to date.

### **Policy Removal**

(11) A policy can be withdrawn / removed when the policy owner submits a policy removal request and it is processed / approved by the Senior Policy Manager. The Senior Policy Manager must not remove the policy unless its removal has been approved by the person or body who approved it.

### **Supporting Procedures**

(12) The following procedures are used to support this Policy:

- a. [site currently under development]

## **Section 6 - Guidelines**

(13) Nil

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	8th September 2014
<b>Review Date</b>	8th May 2017
<b>Approval Authority</b>	University Council
<b>Approval Date</b>	8th September 2014
<b>Expiry Date</b>	12th May 2016
<b>Responsible Officer</b>	Anne Siegers Chief Risk Officer anne.siegers@vu.edu.au
<b>Enquiries Contact</b>	Caroline Courtney Manager, Policy +61 3 9919 4406