

Policy Development Procedure

Section 1 - Purpose / Objectives

(1) This 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) See [Policy Development Policy](#).

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 in consultation with Manager, Policy and Compliance Services, with advice from Legal Services. 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. Drafts the proposed policy in consultation with the Manager, Policy and Compliance Services. Provides ongoing direction and input to the Manager, Policy and Compliance Services throughout the development of a policy. Assesses feedback received on developed policy and makes suggestions on required changes to the Manager, Policy and Compliance Services. Drafts and manages any procedures that support a policy. Ensures the currency of any procedures that support a policy. |

| Roles | Responsibility |
|--|---|
| Manager, Policy and Compliance Services(Office of the Vice-Chancellor) | Manages the policy development process. Manages overall policy scope and quality. Reviews submitted policy brief, determines, in consultation with Legal Services, whether the identified need is best met by policy and makes a recommendation to the Policy Advisor on how to proceed. Provides policy drafting support to Policy Advisor as appropriate, considering strategic priorities and resourcing. 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. |
| Legal Services | Ensures proposed policy is compliant with all relevant laws. Ensures risk to University is reduced. Assesses whether the identified need and required content of proposed policy is consistent with and does not duplicate other University statute, regulation or policy. |

Part B - General

Procedures

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

| Step Name | Responsibility | Responsibility |
|--|---|---|
| Establish requirement for policy | Policy Owner | Identifies areas requiring policy change or creation in consultation with Manager, Policy and Compliance Services and advice from Legal Services. |
| 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 | Manager, Records Services and Archives | Determine if the need is met by policy or whether other means (e.g. procedure) are more appropriate. Determine if any existing policy or procedure relates to the need, and whether amendment to existing policy or procedure is required. Classify the policy under one of the following categories: governance, academic or operational. Refer to Legal Services for review |
| Review policy brief | Legal Services | Assess whether the identified need and required content is consistent with and does not duplicate other University statute, regulation or policy. |
| Make recommendation | Manager, Policy and Compliance Services | Make one of the following recommendations following the review of the policy brief: Create new policy. Amend existing policy. No policy change required. |
| Draft policy | Policy Advisor | Draft policy |
| Policy drafting support | Manager, Policy and Compliance Services | Provide support as appropriate in drafting proposed policy, considering strategic priorities and resourcing. Manager, Policy and Compliance Services retains editorial control. |
| Consult relevant stakeholders and develop policy content | Manager, Policy and Compliance Services | Consult relevant stakeholders to assess impact of required content and seek feedback to improve policy content. |
| Refer to Legal Services | Manager, Policy and Compliance Services | Refer proposed policy to Legal Services for review |
| Review proposed policy | Legal Services | Provide comment on proposed policy |
| Seek feedback on policy | Manager, Policy and Compliance Services | 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. |

| Step Name | Responsibility | Responsibility |
|--|---|--|
| Assess feedback | Policy Advisor | Assess feedback and suggest required changes to Manager, Policy and Compliance Services. |
| Update policy to reflect required changes | Manager, Policy and Compliance Services | 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. |
| 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 | Manager, Policy and Compliance Services | 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

(6) 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).

(7) 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.

(8) The Manager, Policy and Compliance Services 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.

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

Policy Removal

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

Section 6 - Guidelines

(11) Nil

Status and Details

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| Effective Date | 13th May 2016 |
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