

POLICY DEVELOPMENT PROCEDURE

1. Policy

1.1. This procedure is governed by the Australian Catholic University (ACU) *Governance: Policy on Policy Development*.

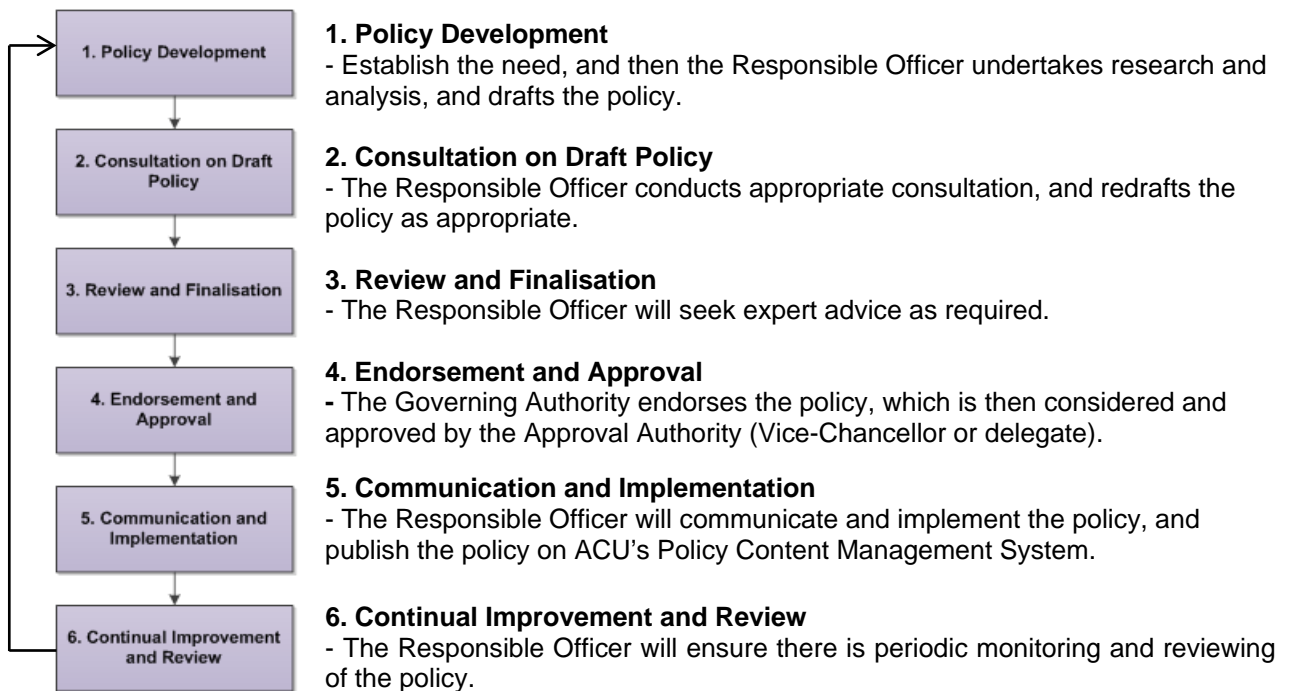
2. Scope

2.1. This document relates to the development and review of ACU policies¹.

3. Policy Development and Implementation Cycle

3.1 Policy Cycle

The policy cycle involves six (6) steps:



¹ Refer to ACU *Policy on Policy Development* for definition of terms, roles and responsibilities.

3.1.1 Policy Development

- To establish the need, staff must ensure that a policy, rather than a procedure, is required. For example, if the identified need is likely to require frequent amendment, then it is most likely procedural rather than policy.
- Establish whether a new policy is required or if amending/revising an existing policy would suffice.
- The Responsible Officer and Governing Authority are identified.
- When undertaking the research and analysis, the Responsible Officer will:
 - Undertake research and analysis to gather relevant information on the issue and ensure consistency with 'best practice' in the policy area;
 - Review existing legislative and regulatory requirements (including Commonwealth/State and University), which may include different legislative frameworks (for example those relating to off-shore campuses);
 - Adhere and comply with the definitions included within the ACU *Policy on Policy Development*
 - Ensure consistency with existing policies and the strategic directions of the University (i.e. the current Strategic Plan);
 - Determine whether any related policies need to be revised or archived;
 - Notify the Office of Planning and Strategic Management when developing a new policy to ensure that other areas of the University are not developing a similar policy;
 - Develop a plan to manage the implementation of the policy. This could involve identifying tasks, assigning responsibility, liaising with staff and establishing timeframes; and
 - Seek advice from individuals or groups that have expertise or responsibilities related to the particular policy topic, which may include the Office of the General Counsel or Human Resources.
- When drafting the policy (new or revised), the Responsible Officer is to use the ACU *Policy Template* cover sheet. The Responsible Officer will:
 - Ensure the word 'draft' is included as a watermark on all new and revised policies prior to approval;
 - Ensure that all the fields on the cover sheet are completed, in particular:
 - The 'Policy applies to' field that outlines whether the policy is university-wide or specific to an area, and whether it relates to staff only, students only, or both staff and students; and
 - The 'Effective Date' field, however, its applicability may depend on the policy topic area. Some policies might be effective immediately, whereas other policies would be effective from a specific date.
 - Ensure the draft document is only available internally until final approval.

3.1.2 Consultation on Draft Policy

- Consultation should be appropriate and allow sufficient time for feedback and analysis. It will provide a way to consider options and concerns, and identify any gaps that may have been overlooked.
- In order to ensure that policy meets the stakeholder requirements, the Responsible Officer will need to consult the relevant stakeholders, which could be groups or targeted individuals. For example, all policies that potentially impact workplace relations, human resources and other staffing matters should be referred to Human Resources for consultation with staff as appropriate.
- The Responsible Office will collate feedback and revise the draft policy as appropriate. If the feedback leads to significant changes to the policy, the Responsible Officer may consider a second period of consultation or revise the plan for implementing the policy.

3.1.3 Review and Finalisation

- The Responsible Officer will:
 - Seek expert advice, as appropriate, to ensure compliance with any legislative and regulatory requirements;
 - Ensure the revised draft policy is aligned with the University's current Strategic Plan;
 - Ensure the revised draft policy adheres to the ACU *Policy on Policy Development*; and
 - Finalise the draft policy, including the format.

3.1.4 Endorsement and Approval

- Once finalised, the Responsible Officer will seek endorsement from the Governing Authority and approval from the Approval Authority.
 - The Vice-Chancellor may have delegated the approval and amendment of policies to the relevant decision-making Committee or Senior Executive Group member.
- If the policy is approved with amendments, the Responsible Officer will be required to amend the policy as requested and, if appropriate, may need to resubmit the policy to the Governing Authority for endorsement and the Approval Authority for approval.

3.1.5 Communication and Implementation

- Upon approval of the policy, the Responsible Officer will upload the policy onto ACU's Policy Content Management System and ensure that all metadata fields have been completed;
- Unless there is a business or security requirement, all policies should be made publicly available on the ACU website.
- The Responsible Officer will notify the Governing Authority and the ACU community. The methods of communication may include placing a notice in ACU news, emails and tabling the documents at relevant Committee meetings. The communication should include details of the effective date where appropriate.

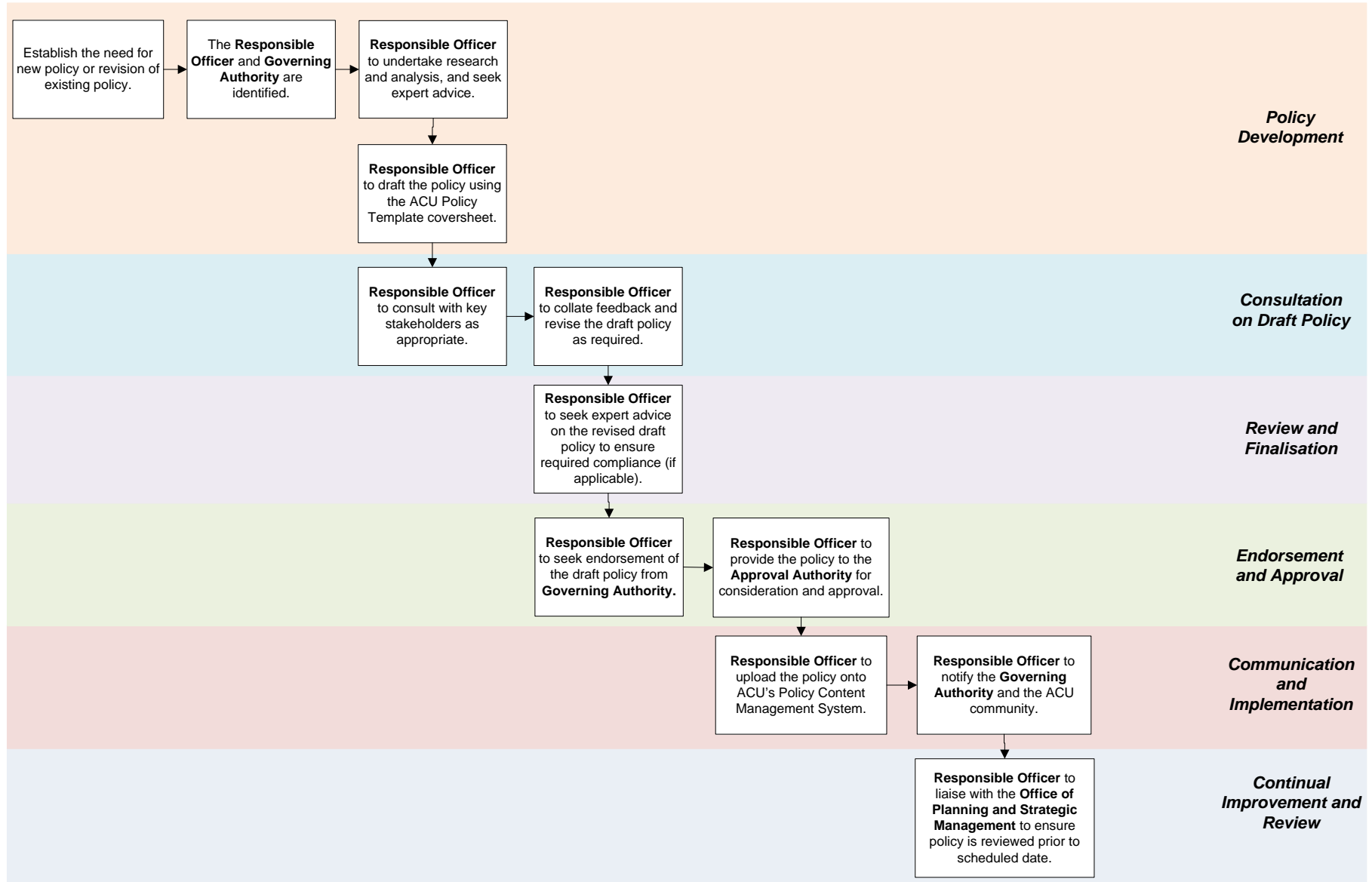
- The Responsible Officer may need to liaise with the Governing Authority to coordinate the development of associated procedure, guidelines and local protocols as required.

3.1.6 Continual Improvement and Review

- All policies will be scheduled for review every five (5) years from the date of approval, or more frequently if appropriate.
- The revision of a policy must be conducted in line with the criteria outlined in section 3.1.1 ('Policy Development') of this procedures document, for example, consistency with best practice, strategic directions of the University, and changes to legislative and regulatory requirements.
- For major revisions, the Responsible Officer will ensure that the policy has been endorsed and approved in accordance with the *Policy on Policy Development*.
- For minor revisions, please refer to section 3.1.1 (*Delegated Approval Authority and Policy Amendments*) of the ACU *Policy on Policy Development*.
- Where appropriate, policies that are no longer valid or required should be archived.
- The Responsible Officer will liaise with the Office of Planning and Strategic Management to ensure that the policy is reviewed prior to the scheduled date ('Date of Policy Review').

Appendix 1 - Policy Process

The illustration below shows the process for developing a policy:



4. Review of this Procedure

As part of the University's *Policy on Policy Development*, this procedure will be reviewed every five (5) years from the date of approval, or more frequently if appropriate.

Approval Authority	<i>Vice-Chancellor</i>
Governing Authority	<i>Planning, Quality and Risk Committee</i>
Responsible Officer	<i>Director, Office of Planning and Strategic Management</i>
Date approved	<i>24 July 2013</i>
Date of commencement	<i>24 July 2013</i>
Amendment dates	
Date for next review	<i>24 July 2016</i>
Related policies, procedures and guidelines	<i>Australian Catholic University (Victoria) Act 1991 Australian Catholic University (NSW) Act 1990 Australian Catholic University (Qld) Act 2007 ACU Constitution May 31, 2012 ACU Governance: Policy on Policy Development ACU Policy Template</i>
Documents superseded by this procedure	