8 KEY STEPS FOR POLICY FORMULATION:
Development and approval process for policy and procedure

Step 1:
- Use the policy template to draft a new policy;
- For policy revision – request a word version of the current policy published on the Governance website, from Information Governance Services

Step 2:
Consult with key stakeholders regarding policy content
(e.g. established stakeholder reference group – Academic Policies and Procedure Group (APPCG) for academic policies, Senior Manager Forum for non-academic related policies, establish a reference group with relevant expertise)

Step 3:
Consult with related areas that may have a process / implementation role to develop accompanying draft procedure

Step 4:
Develop or revise appropriate procedure

Step 5:
Review procedure, verify it meets policy requirements and any IT platforms and ensure that policy and procedures are aligned

Step 6: Seek approval
A University Policy can only be approved by the Senate, Academic Board/Council, Vice Chancellor or other members of the Executive to whom the Vice-Chancellor has delegated responsibility for a particular portfolio.

Step 7:
Obtain Policy and TRIM File number via TRIM and publish (see instructions on web) Policy and Procedures on the University's Governance website, which is the University's definitive source for University-wide policies. Publishing on this site is mandated by the University Executive

Step 8:
Disseminate and Implement via appropriate communication strategy (see reference groups in step 2)

*The draft policy must be forwarded to the relevant Executive Officer for committee approval: (e.g. Senate – University Secretary; Academic Board/Council and all academic related policies – Academic Secretary)