



Policy Document Review Processes

From July 2024

Revised and renamed *Policy Framework* -

<https://policies.westernsydney.edu.au/document/view.current.php?id=121>

Policy Documents

Aim for this Session

1. Provide awareness of the new policy document review process
2. Obtain approval from Unit Heads to the proposed changes in review dates
3. Obtain agreement in principle to some ownership changes
4. Collect a list of contacts to work with on the policy document reviews

Policy Documents

Hierarchy

1. Western Sydney University Act (not governed by the Policy Framework)
2. Western Sydney University By-Law (not governed by the Policy Framework)
3. Rules
4. Codes, Charters, Plans , Policies and Frameworks
5. Procedures and Policy Schedules
6. Guidelines

Policy Documents

Approval Authorities – in most cases will look like this

Document Type	Endorser	Approver
Rules	N/A	Board of Trustees (BoT)
Codes, Charters, Plans, Policies and Frameworks - Academic matters - Governance - Management	- ASPC (AS Policy Committee) - BoT committee - Senior Executive Team	- Academic Senate (AS) - BoT - Vice-Chancellor
Procedures	Unit Head	Executive Sponsor
Policy Schedules	Endorser of the Parent Policy	Approver of the Parent Policy
Guidelines	N/A	Unit Head

Policy Document Reviews

Three key channels

1. Administrative or editorial changes – completed by Policy and Governance as per Delegations of Authority Schedule HH
2. Brief Channel – Minor Changes at a timely review (refer to the definition - do not meet the Major Change criteria)
3. Full Channel – all new policy documents or past review date, where major changes are involved (alters obligations or expectations; changes any principle; significantly changes process; imposes new sanctions)

[Delegations Schedule HH](https://policies.westernsydney.edu.au/download.php?id=344&version=30&associated)

<https://policies.westernsydney.edu.au/download.php?id=344&version=30&associated>

Policy Document Reviews

Principles of a Review

1. Appropriately consultative
2. Informed by principles of continuous improvement and sector best practice
3. Informed by, and compliant with, legislative requirements and the University strategic plan

Policy Document Reviews

Full Channel Review of a Policy Document

1. Review due – advice from the Policy DDS to Unit Head
2. Establish the review reference group including key stakeholders to discuss and create a draft revised policy document
3. Consultation with targeted groups and broadly (via Policy DDS Bulletin Board) is required
4. Progress to Policy and Governance (P&G) for next steps and the endorsement and approval pathway.

Policy Document Reviews

Brief Channel Review of a Policy Document

1. Review due – advice from the Policy DDS to Unit Head
2. Review reference group is established in a timely manner including key stakeholders
3. Consultation indicates that Minor Changes are required, for example just language to clarify or updating of procedural aspects
4. Forward track changes draft of the revised Policy Document to P&G advising Brief Channel review appropriate
5. If Brief Channel is agreed, broad consultation via the Bulletin Board is not required and the approval pathway is the Unit Head and Executive Sponsor

Policy Document Reviews

Academic Senate Approved Policy

- Evidence of consultation – key stakeholders, student voice, may include broad consultation via the Bulletin Board
- Endorsement by Academic Senate Policy Committee (ASPC)
- Approved by Academic Senate
- Published in the Policy DDS

VC or BoT Approved Policy

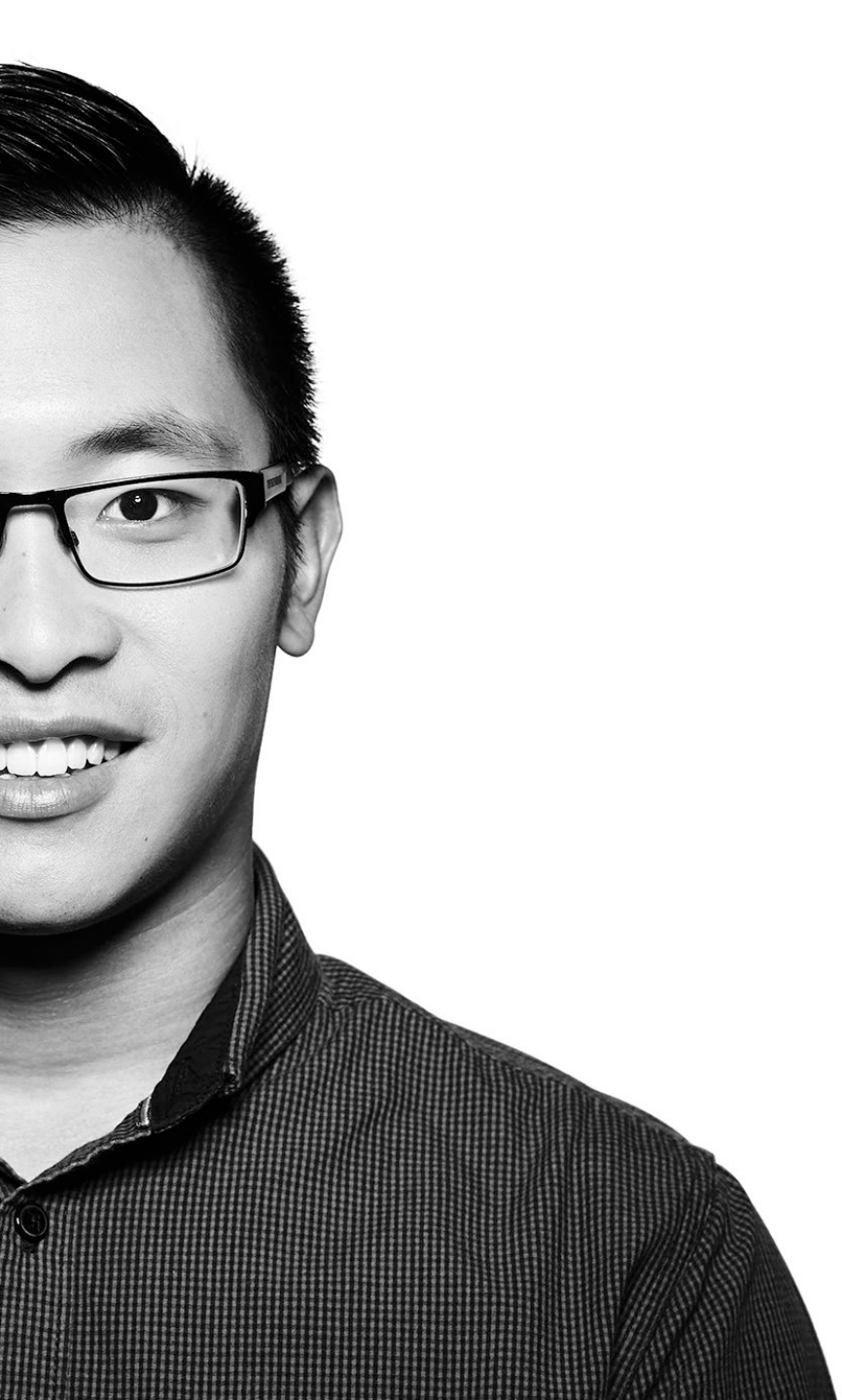
- Evidence of consultation – key stakeholders, student voice, may include broad consultation via the Bulletin Board
- May be discussed at ASPC where there is an academic aspect
- Endorsed by Senior Executive Team or BoT sub-committee
- Approved (and published) according to the approval pathway in the Policy DDS.

Policy DDS

Using the Policy DDS

https://www.westernsydney.edu.au/policy/policy_dds

- What all can see
- Access
- Consultation
- Covering Memos
- Approval and publishing
- System emails



Other things to consider

- Implementation Plans
- Changing Policy Documents within the review period
- Associated Information
- Resources

https://www.westernsydney.edu.au/about_uws/leadership/governance/policy_development_and_review_resources