



Policy Framework Procedures

These Procedures supplement Holmes Policy Framework. The Procedures clearly outline, step by step processes to be taken in the development, review and management of Holmes' policies and policy related documentation.

Scope

These Procedures apply to the development, review and management of all Holmes policies, procedures, guidelines and forms. To avoid repetition, the term 'Policy' is used hereafter to refer to policy and policy related documents unless otherwise stated.

Purpose

These Procedures:

- increase staff awareness of process requirements in the development, review and management of Holmes policy and policy related documentation
- help staff involved in the policy lifecycle to better understand their roles and responsibilities
- provide procedural consistency and integrity in the Holmes policy lifecycle.

Holmes' Policy Lifecycle

A policy lifecycle is a concept that identifies the different stages involved in the 'life' of a policy – which generally refers to the period ranging from the inception of a policy to its review. Holmes' Policy Lifecycle includes:

1. Identification of policy need.
2. Research of best practice in the policy area.
3. Consultation of stakeholders.
4. Drafting and/or revision of the policy.
5. Approval by the appropriate authority.
6. Publication of approved policy and communication to stakeholders
7. Implementation of the policy
8. Maintenance and review of the policy.

The default policy lifecycle at Holmes will be three years from the date of commencement or the date of the last review. An earlier date may be set if appropriate.

The Policy Review and Development Process

Stage 1: Gap identification

Where there is a policy need, first conduct an environmental scan to see if a Holmes policy already exists on the issue. The Holmes website is the source of truth for policy. If you are unsure about the existence of a policy, contact the Dean (Governance & Accreditation) for assistance/confirmation.

- If there is no existing policy proceed to step 2.
- If the existing policy, is outdated and/ or inadequately covers the policy area, proceed to step 2.
- If the policy exists and sufficiently deals with the identified policy issue, no further action is required.

Stage 2: Preliminary research on the policy area

- Research and review best practice in the policy area



- Consider existing related policies and the implications the 'prospective' policy may have on these and vice versa
- Consider policy implementation needs such as, who needs to be consulted as part of the policy's development, the approval process and/ or how the policy will be effectively communicated to stakeholders

Early examination of such issues promotes the development of effective policies, minimizes duplication of effort and ensures implementation issues are considered and addressed before work commences.

Stage 3: Stakeholders feedback, input or comment

- Consultation is to be wide, inclusive and provide sufficient time for the provision of feedback.
- In consulting stakeholders, strategies such as policy workshops; email consultations and meetings may be employed.

Stage 4: Drafting of Policy

- When drafting a policy, please ask the Dean (Governance & Accreditation) for a policy template or the policy Master version.
- The Master version is the authoritative/ published version of an existing policy. When updating a policy, track changes should be used to allow easy identification of the recommended changes to the approved, published version.
- Policy should be in plain, clear and concise language and must address stakeholders' feedback as appropriate.
- New/ Revised policy is not to be made available externally, except with the approval of the relevant Approval Authority.

Stage 5: Approval

- The Senior Management Group must be consulted on final drafts prior to submission for approval to the relevant approval authority. The Dean (Governance & Accreditation) can assist with this.
- Once the Senior Management Group's endorsement has been received, approval of the policy can be sought from the appropriate approval authority.
- The approval authority will vary according to the type of policy document and the nature of the requested change. For instance, academic policies will be approved by the Academic Board. While corporate policy will be approved by the Governing Council. Policy related documents such as procedures, guidelines and forms will be approved at Senior Management Group level.

Important note: Only substantive amendments to policy are approved by the approval authority. Administrative amendments to an existing policy may be submitted directly to the Dean (Governance and Accreditation) for processing. For further information about the approval of administrative or consequential changes refer to section 8 of these Procedures, "Policy maintenance and review."

SMG and final approval must be documented in writing and provided to the Dean (Governance and Accreditation) with the final approved version of the policy.

Stage 6: Publication and Communication

- Holmes policies are published on the Holmes website.
- Staff and/or students will be notified of new or substantial revisions to policy. Effective communication of policy ensures stakeholders are aware of their rights and obligations.
- Commercial in confidence policies are available to staff in the Staff Policy Manual.



Stage 7: Implementation

The Implementation Officer is responsible for ensuring that people follow the policy. This can be achieved by providing policy information sessions to stakeholders. The Dean (Governance and Accreditation) can assist with designing an effective implementation and communication plan, e.g. delivery of training workshops.

Stage 8: Policy maintenance and review

The Implementation Officer is the primary contact for a policy and is responsible for communicating the policy to stakeholders, ensuring business level compliance and the ongoing, proactive review of the currency of the policy.

A Policy Document will remain in force unless:

- formally revoked by the relevant Approval Authority, or
- superseded by another Policy Document.

The Executive Director's is delegated authority in Holmes Policy Framework to approve administrative and consequential changes to policy. Where such changes are requested, the approval must be evidenced in writing and appropriate records of the change and its approval maintained by the Dean (Governance & Accreditation).

Version Control and accountable officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

Responsible Officer	Executive Director			
Implementation Officer	Dean (Governance & Accreditation)			
Review Date	November 2021			
Approved by				
Governing Council				
Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
1	Dean (Governance & Accreditation)	New Procedures	16 November 2018	30 November 2018